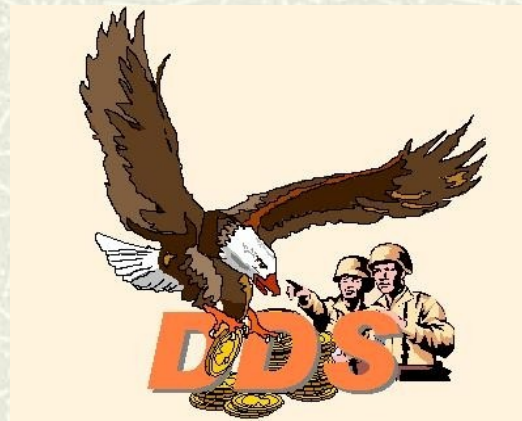




# ***US ARMY FINANCIAL MANAGEMENT COMMAND***



## **Deployable Disbursing System (DDS) Cashier Training**

United States Army Financial Management Command  
Operation Support Team

# AGENDA

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- **What is Disbursing?**
- **What is DDS?**
- **Disbursing Personnel**
- **DDS/Disbursing Sites**
- **Log-in/Access DDS**
- **Main Menu Screen**
- **DDS Function Keys**
- **Accepting An Advance of Funds**
- **File Processing Menu**
- **DDS Processing Functions**
  - **Exchange Transactions**
  - **Disbursements**
  - **Collections**

# **AGENDA (cont.)**

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- **Backout Procedures**
- **Query Procedures**
- **End of Day Reports**
  - **DD Form 2664**
  - **DD Form 1081**
  - **DD Form 2665**
- **Create A Remote File Transfer (RFT)**
- **Retrieve A Remote File Transfer (RFT)**
- **Help Menu**
- **DDS Help Desk Information**
- **Practical Exercise**



# ACTION, CONDITION, STANDARDS

---

- # **ACTION:** Perform Cashier functions within the Deployable Disbursing System (DDS).
- # **CONDITION:** You have a requirement to process transactions and close your daily business using a computer loaded with DDS Software, DoDFMR Volume 5, DDS Guide, and standard office supplies and equipment.
- # **STANDARDS:** The students will have successfully conducted cashier functions within DDS and receive a GO on the following actions:
  1. Properly receive/return agent funds.
  2. Properly input exchange transactions, collections, and disbursements.
  3. Properly close daily business.
  4. Properly accept/ create Remote File Transfers.
  5. Properly complete end of day reports.

# WHAT IS DISBURSING?

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**Disbursing is defined as an operation that pays out expenditures, processes collections and reimbursements, and provides exchanges of government funds.**



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# WHAT IS DDS? (1 of 3)

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- # DDS was created based on the DoDFMR, Volume 5.
- # DDS is a Windows based, fully automated disbursing program.
- # Developed for use in tactical and OCONUS operations, now stateside.
- # Data is front loaded at the source, designed for single source input from the point of origin to the accounting system and to the accountability reports.
- # Can be operated as a stand alone computer, or over a network.

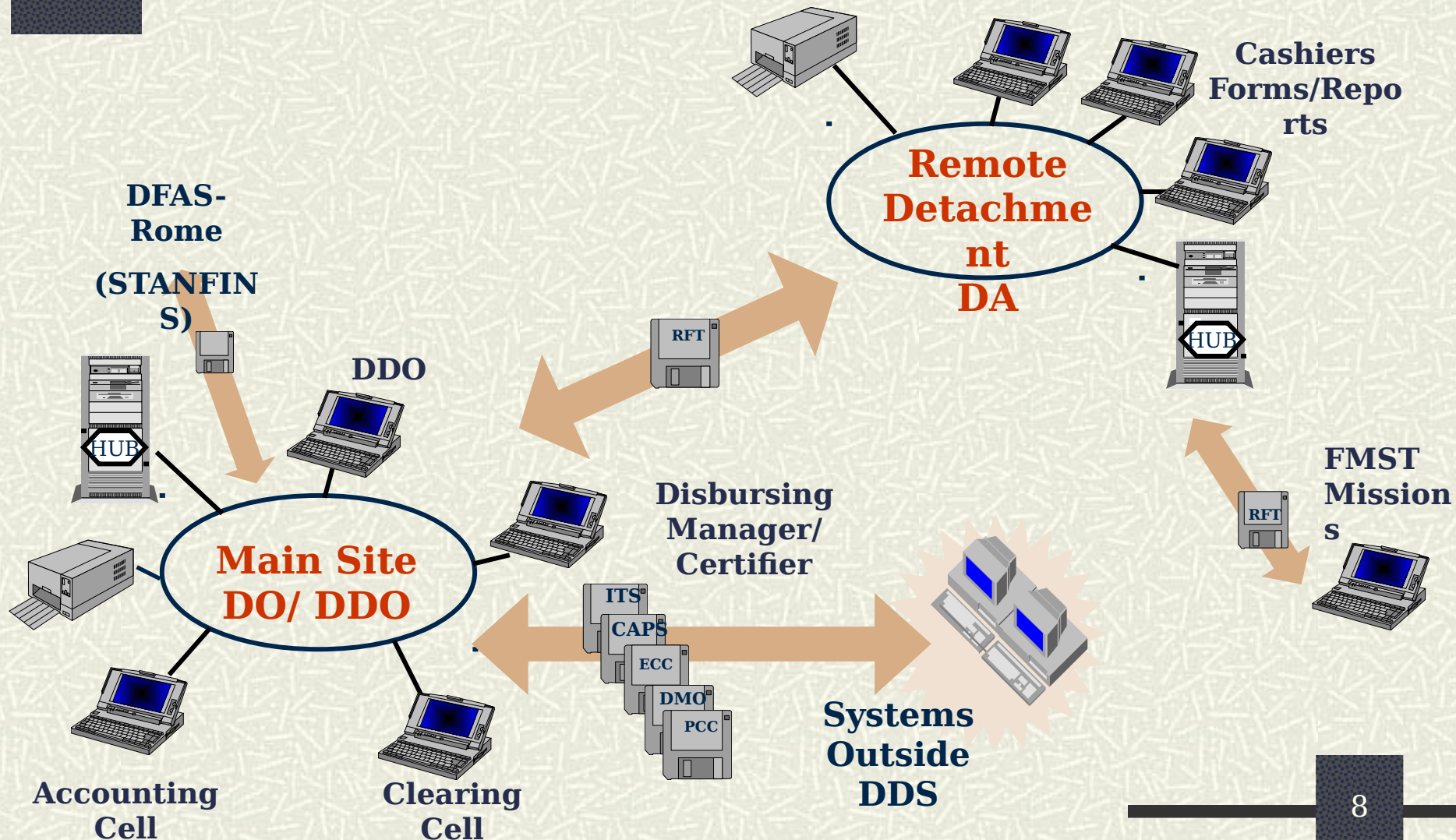
# WHAT IS DDS? (2 of 3)

---

- Has Multiple Interfaces (CAPS, ITS, PCC, ECC, DMO).
- It is NOT an Excel Spreadsheet or Access Program.
- Myth: Unforgiving.
- DDS is a “Tool” and not a Disbursing Expert.
- DoDFMR plus competent personnel plus DDS = Disbursing Success.



# WHAT IS DDS? (3 of 3)





# DISBURSING PERSONNEL

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- # **Disbursing Officer (DO)** – is an individual acting under formal appointment that is accountable as the account (DSSN) holder. All transactions are completed under the account holder. (SF 1219)
- # **Deputy Disbursing Officer (DDO)** – is an individual acting under formal appointment to perform any duty relating to public funds in the name of and for the account of the DO. Maintains the central location of the account holder's vault, prepares the account holder's end of month reports. Responsible for reporting any abnormality within the DSSN. (DD Form 2657)
- # **Disbursing Agent (DA)** – is an individual acting under formal appointment to perform any duty relating to public funds in the name of and for the account of the DO. (DD Form 2665)
- # **Certifying Official (CO)** – is an individual under formal appointment by an external official outside of disbursing to certify that payments are proper and just.
- # **Cashier** – is an individual designated by the DO to perform disbursements, collections, and accounting responsibilities. (DD Form 2665)
- # **Paying Agent (PA)** – is an individual acting under formal appointment to perform any duty relating to public funds in the name of and for the account of the DO. (SF 44)

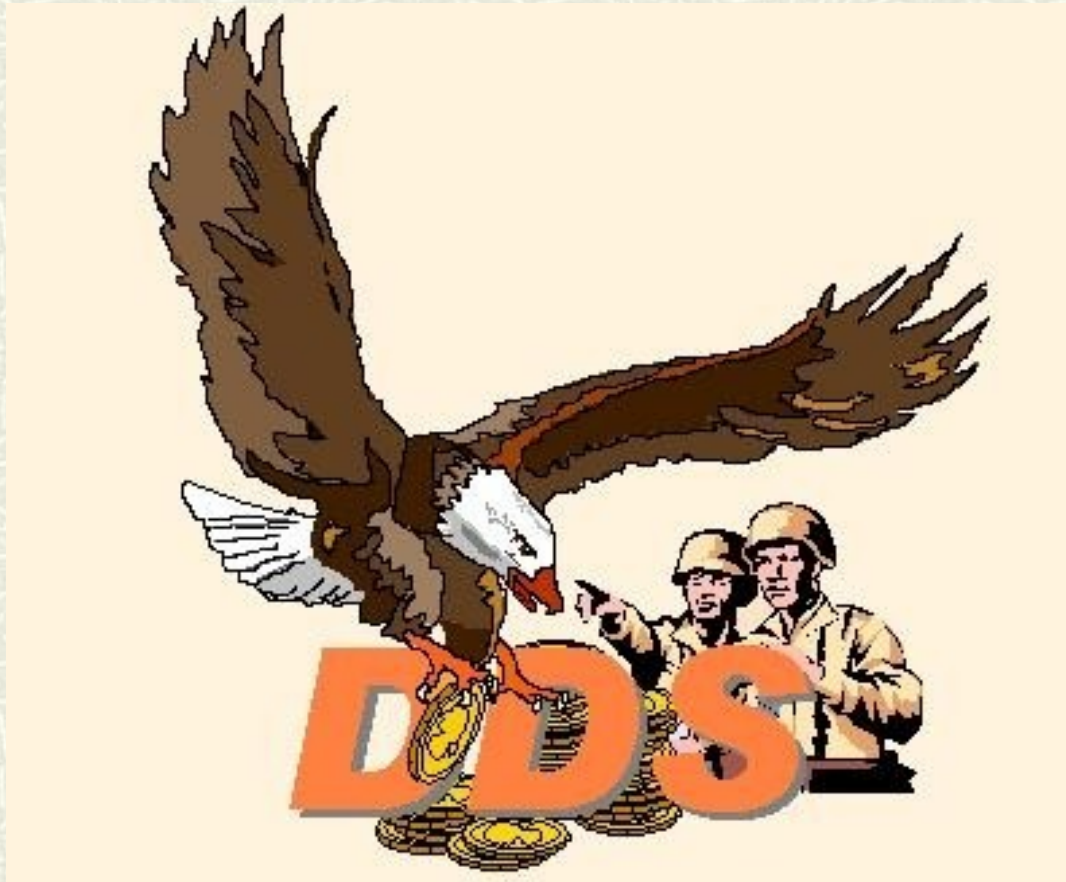
# DDS/DISBURSING SITES

---

- # **MAIN SITE** - The DO and DDO is located at the main site. All funds in are centralized under each DSSN. (i.e. Arifjan, Kuwait; FOB Liberty, Iraq; Bagram, Afghanistan)
- # **REMOTE SITE** - The DA is located at the remote site. The DA is assigned a portion of the DO funds. (i.e. Kirkurk, Iraq; Zone 6, Kuwait; Kandahar, Afghanistan)
- # **FMST/STAND-ALONE** - A cashier is advanced funds as part of a team on behalf of a DDO/DA and is away from the main or remote site. The team is mobile and can go anywhere to provide service to the Soldiers on the battlefield.

**CLIENT** - A system that has been set-up to map into another computer's database (DDO or DA). This system is normally used by a cashier when conducting normal day-to-day operations.

# DEPLOYABLE DISBURSING SYSTEM





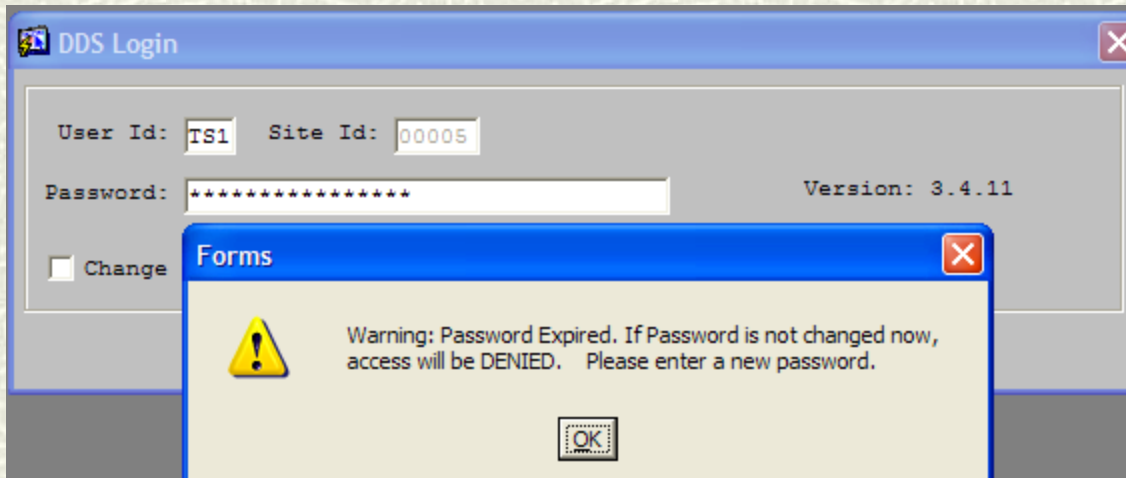
# LOG-IN/ACCESS DDS

**Password must be 15-21 characters.**

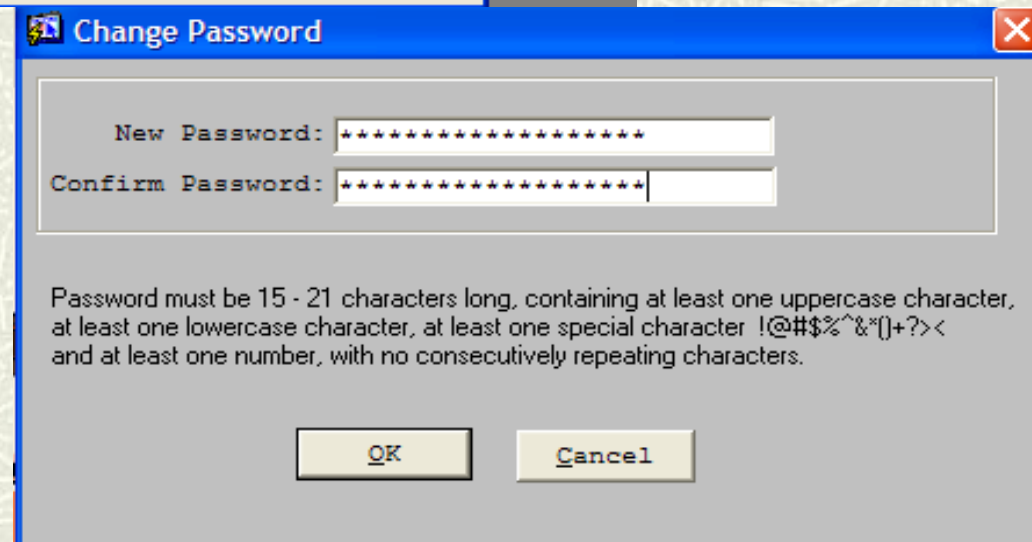
**Default Password for new users:**

**NEW\$1USERnew\$1user**

**\*\*Must not contain profanity**



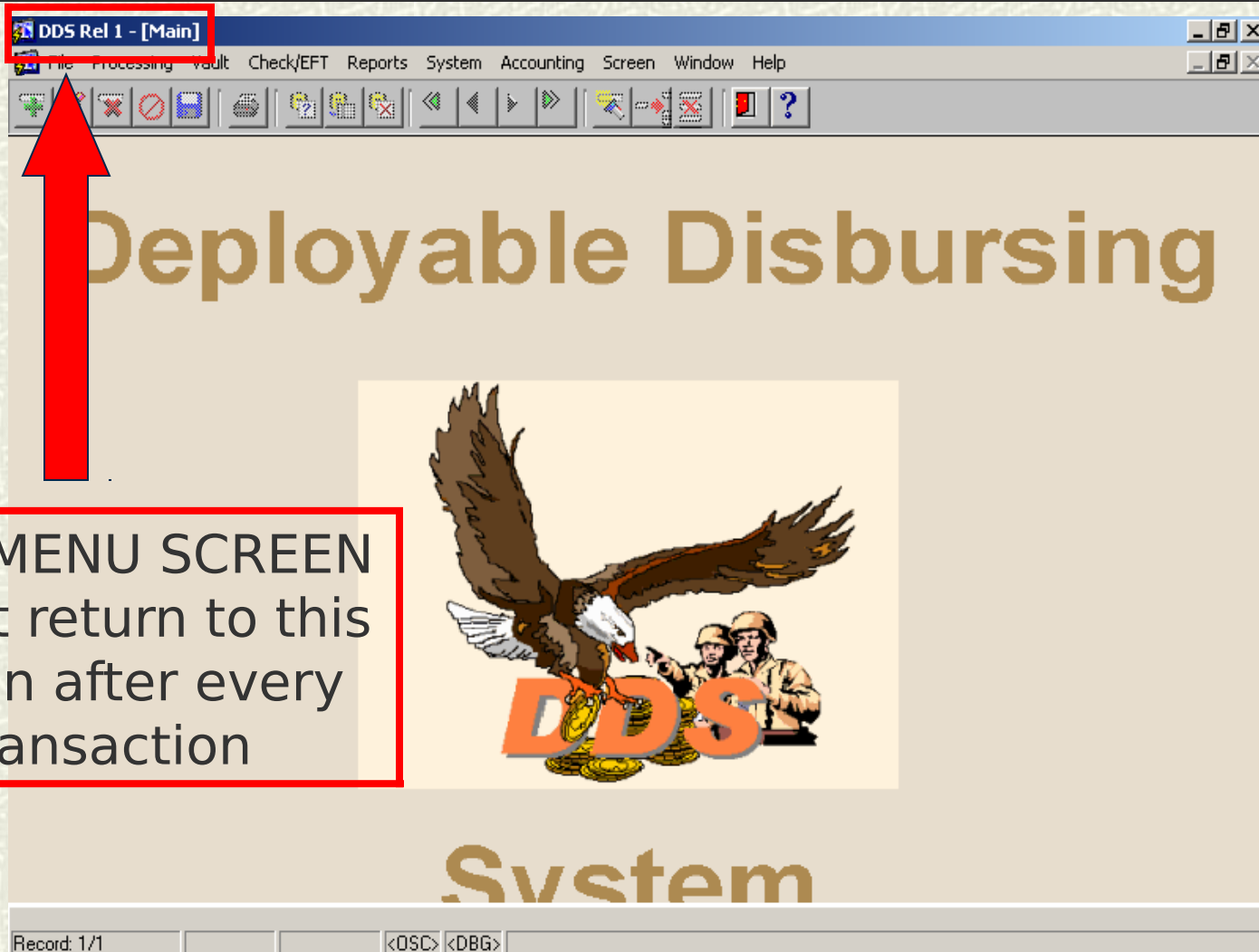
The screenshot shows the 'DDS Login' window. It has fields for 'User Id' (containing 'TS1') and 'Site Id' (containing '00005'). Below these is a 'Password' field filled with asterisks. A 'Change' checkbox is visible. A 'Forms' dialog box is open in the foreground, displaying a yellow warning icon and the text: 'Warning: Password Expired. If Password is not changed now, access will be DENIED. Please enter a new password.' with an 'OK' button.



The screenshot shows the 'Change Password' window. It contains two password input fields: 'New Password' and 'Confirm Password', both filled with asterisks. Below the fields, a text block specifies the password requirements: 'Password must be 15 - 21 characters long, containing at least one uppercase character, at least one lowercase character, at least one special character !@#\$%^&\*() + ? > < and at least one number, with no consecutively repeating characters.' At the bottom are 'OK' and 'Cancel' buttons.

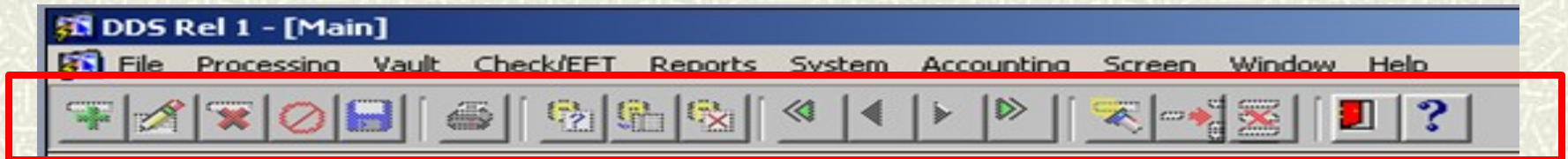


# MAIN MENU SCREEN



MAIN MENU SCREEN  
– must return to this  
screen after every  
transaction

# DDS FUNCTION KEYS



Add or new record



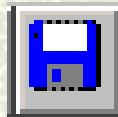
Edit a Record



Close Previewer  
or Delete  
Record



Cancel Fields



Save button



Print



Execute Query



Data Query



Exit or Cancel  
Query



Search



Create detail record



Delete detail  
record



Move to first  
page



Page forward



Page back



Move to last  
page



Exit/ Red door  
out



Help

# ACCEPTING AN ADVANCE OF FUNDS (1 of 2)

Issuing User: DA1 Receiving User Id/Site: HOC10001

Issuing User Site: 10001 Name of Receiver: HANDS.ON CASHIER

Name of Issuer: PABLO SANCHEZ

☐ Return
 ☐ Partial
 ☒ Advance
 ☐ Full

Generate Voucher **Confirm** **Reject**

STATEMENT OF AGENT OFFICER'S ACCOUNT  
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

	a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
0	1 Balance Forward:		.00		40,000.00
1	2 U.S. Dollars:	20,000.00			
2	3 Foreign Curr(U.S. Equivalent):	20,000.00			
3	4 Military Payment Certificates:	.00			
4	5 Collections:				
5	6 Deposits:				
6	7a NI: Treasury Checks:				
7	7b Military Payment Orders:				

Business Day: 10/19/2009 A

Forms

Information: Incoming DD1081 must be processed

OK

# ACCEPTING AN ADVANCE OF FUNDS (2 of 2)

Forms

Continue with confirmation?

OK Cancel

SEQUENCE 1 STATEMENT OF AGENT OFFICER'S ACCOUNT 10/15/2009 12:51:47

DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NUMBER  ANTHONY COLE CAMP LIBERTY IRAQ APO AE 09165  DSSN 8550	AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS (Include ZIP Code/APO number and Telephone number)  HANDS.ON CASHIER 101010101 CAMP ALPHA
--	---

TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

TRANSACTIONS a	INCREASE (Received by Agent) b	BEGINNING BALANC (In Agent's Account) c	DECREASE (Turned in by Agent) d	ENDING BALANCE (In Agent's Account) e
1. BALANCE FORWARD		.00		40,000.00
2. U.S. DOLLARS	20,000.00			
3. FOREIGN CURRENCY	20,000.00			
4. MILITARY PAYMENT CERTIFICATE				

DDS [WINXP] - [DD1081]

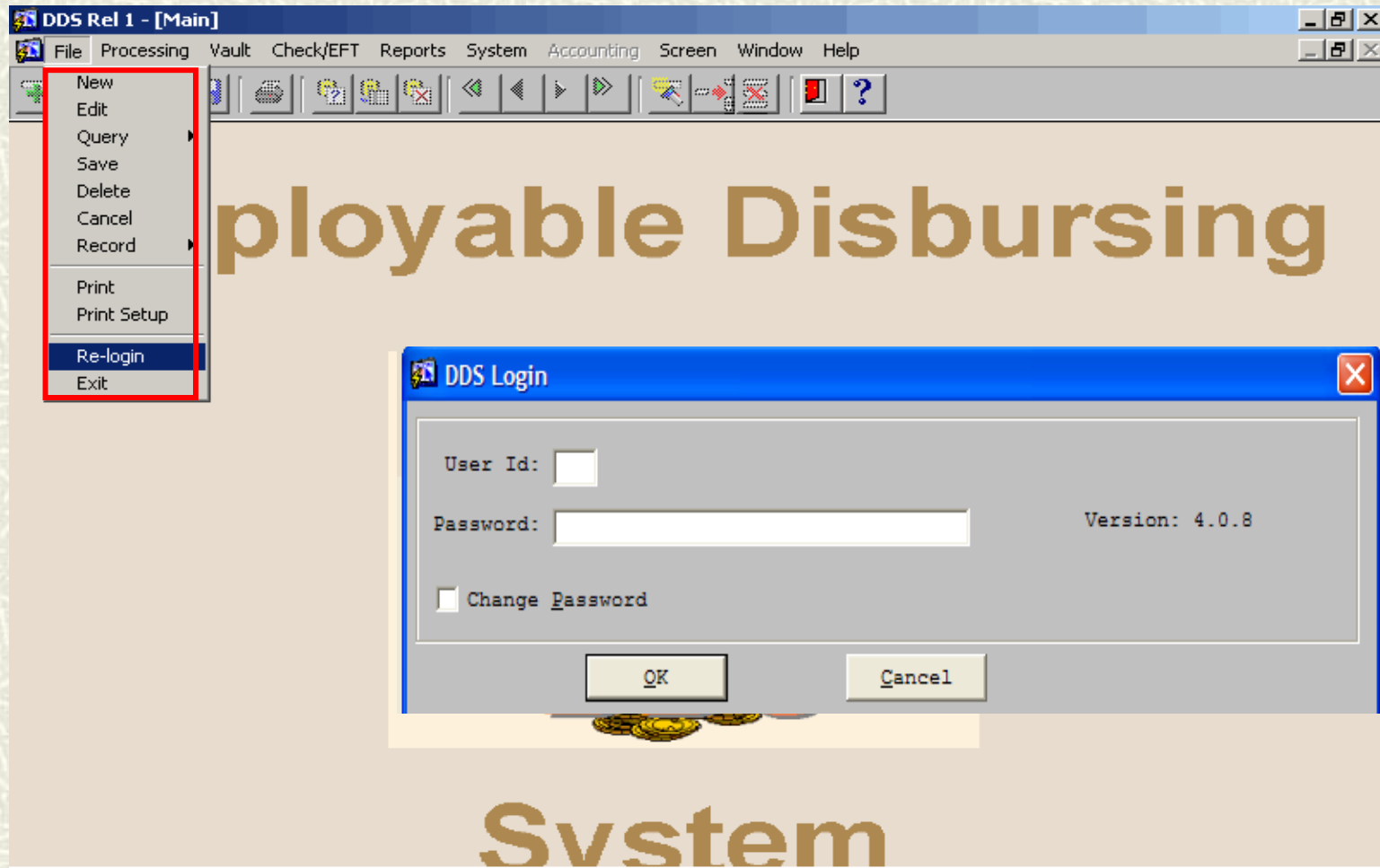
File Processing Vault Check/EFT Reports System Accounting Screen Window Help

?

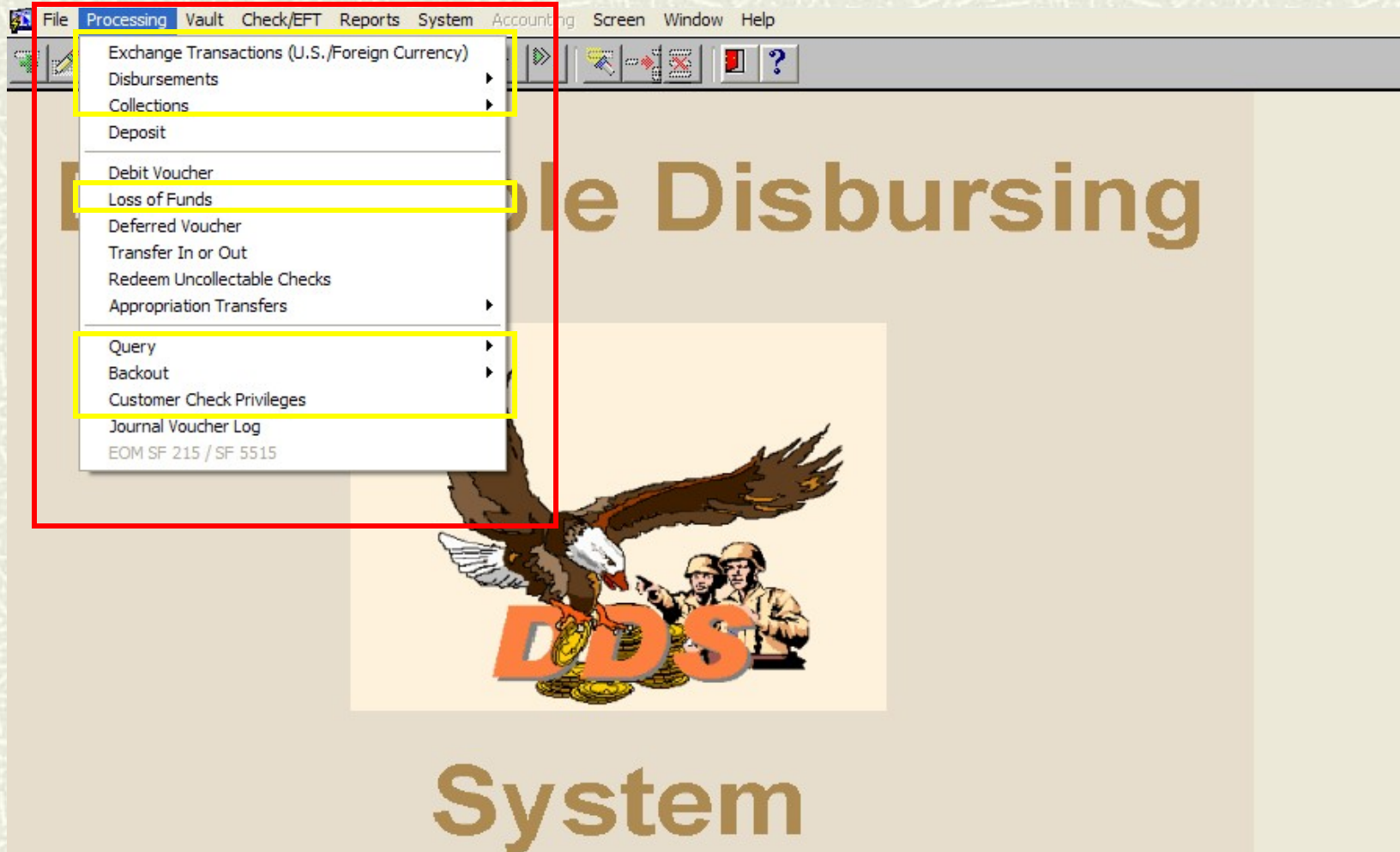


# FILE PROCESSING MENU

## DDS Re-log-in Function



# PROCESSING FUNCTIONS



# EXCHANGE TRANSACTIONS

## Deployable Disbursing



System

# EXCHANGE TRANSACTIONS

## (cont.)

DDS Rel 1 - [Main]

File Processing Vault Check/EFT Reports System Ad

Exchange Transactions (U.S./Foreign Currency)

Find by Sponsor SSN:  Query

Last Name:  Validate

First Name:  ☐ Receipt Requested

MI:  ☐ Merchant POS Sales Transaction

Incoming:

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Available NIs

Outgoing:

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Available Loads

Customer Information

Check Cashing Limit

Term:  Amount:

Deros:

Comments

Incoming:  0.00

Outgoing:  0.00

Rounding:  0.00

Remaining:  0.00

- Processing
- Exchange transactions



# EXCHANGE TRANSACTIONS

## (cont) EXCHANGE US DOLLARS FOR FOREIGN CURRENCY

Step 8 Step 10

Find by Step 1 SSN: 123456789 Query

Last Name: PENN Step 6 Validate

First Name: GENNARO

MI:  ☐ Receipt Requested

☐ Merchant POS Sales Transaction

Incoming: 100.00

Outgoing: 100.00

Rounding: 0.00

Remaining: Step 5 0.00

Step 2

Step 3

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
US	100.00				1	100.00

Available NIs

Step 4

Outgoing

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
FC	10,000.00				100	100.00

Forms

Information: Validation successful. Save transaction.

Step 7 OK

Forms

FRM-40404: Database apply complete: 3 records applied.

Step 9 OK

# EXCHANGE TRANSACTIONS

## (cont.)

### EXCHANGE (PC) FOR FOREIGN CURRENCY

Find by Sponsor SSN:

Last Name:

First Name:  ☐ Receipt Requested

MI:  ☐ Merchant POS Sales Transaction

Incoming:

Outgoing:

Rounding:

Remaining:

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
US	100.00	PC	5432	10/19/2009	1	100.00

**Step 3** →

**Step 3a** →

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
FC	10,000.00				100	100.00

**Step 4** →

Check Number	SSN	Amount	Routing Number	Account Number	IRN
5432	123456789	100.00			

# EXCHANGE TRANSACTIONS

## (cont.)

### EXCHANGE PC FOR US DOLLARS

Find by Sponsor SSN:

Last Name:

First Name:  ☐ Receipt Requested

MI:  ☐ Merchant POS Sales Transaction

Incoming:	100.00
Outgoing:	100.00
Rounding:	0.00
Remaining:	0.00

**Incoming**

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
US	100.00	PC	2347	10/19/2009	1	100.00

**Step 3**

**Step 3a**

**Outgoing**

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
US	100.00				1	100.00

**Step 4**

# EXCHANGE TRANSACTIONS

## (cont) EXCHANGE US DOLLARS FOR STORED VALUE CARD

Find by Sponsor SSN:

Last Name:

First Name:  ☐ Receipt Requested

MI:  ☐ Merchant POS Sales Transaction

Incoming:   
 Outgoing:   
 Rounding:   
 Remaining:

**Incoming**

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
US	100.00				1	100.00

**Outgoing**

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
US	100.00	SV	123456	10/19/2009	1	100.00

SSN	Last Name	First Name	SVC Number	SVC Trans Amount	Counter



# EXCHANGE TRANSACTIONS

## (cont.)

### EXCHANGE SVC FOR US DOLLARS

Find by Sponsor SSN: 123456789

Query

Last Name: PENN

Validate

First Name: GENNARO

☐ Receipt Requested

MI:

☐ Merchant POS Sales Transaction

Incoming: 100.00

Outgoing: 100.00

Rounding: 0.00

Remaining: 0.00

#### Incoming

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
US	100.00	SV	123456	10/19/2009	1	100.00

Available NIs

#### Outgoing

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
US	100.00				1	100.00

Available Loads

Step 3

Step 4

# EXCHANGE TRANSACTIONS

(cont.)

## EXCHANGE PC FOR US DOLLARS AND FOREIGN CURRENCY

Find by Sponsor SSN: 123456789

Last Name: PENN

First Name: GENNARO ☐ Receipt Requested

MI: ☐ Merchant POS Sales Transaction

Incoming: 100.00  
Outgoing: 100.00  
Rounding: 0.00  
Remaining: 0.00

**Step 3**

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
US	100.00	PC	6543	10/19/2009	1	100.00

**Step 3a**

**Step 4**

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
US	50.00				1	50.00
FC	5,000.00				100	50.00

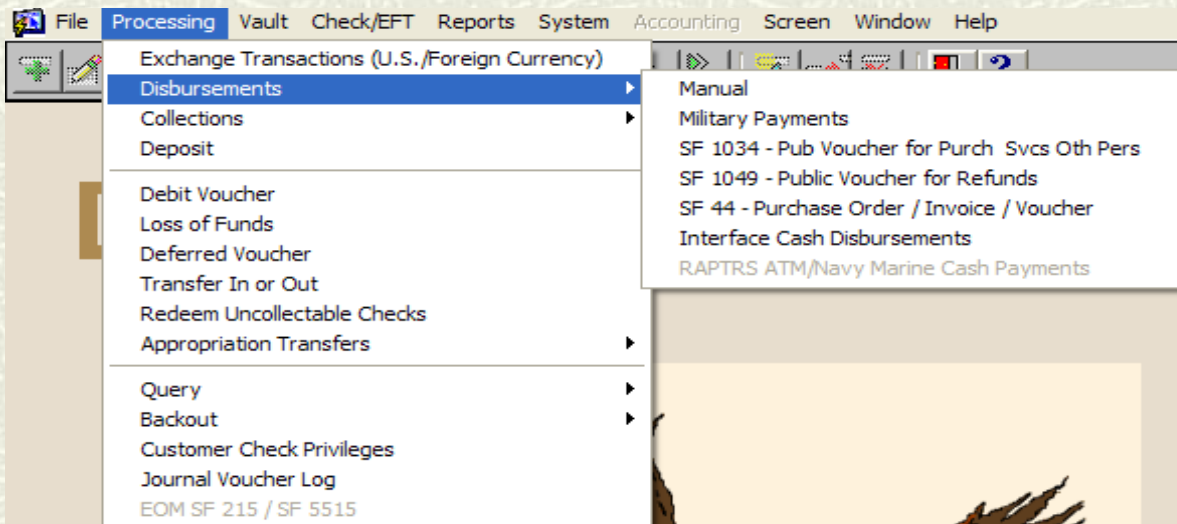
# **DISBURSEMENT ~~TRANSACTIONS~~**

**Deployable Disbursing**



**System**

# DISBURSEMENT TRANSACTIONS (cont.)



**Different  
disbursement  
transactions within  
DDS**

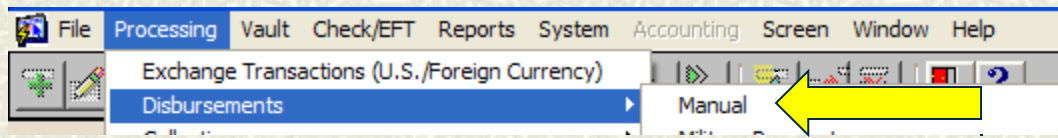


## System



# DISBURSEMENT TRANSACTIONS (cont.)

## Process a Manual Disbursement



File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Exchange Transactions (U.S./Foreign Currency)

Disbursements Manual

\*Curr Code: US Exchange Rate: 1 \*Payment Type: CASH \*Voucher Series: Pay

Payee  
☒ Person ☐ Institution  
Last Name First Name MI SSN Query  
Address  
☒ US ☐ Foreign  
Available Loads Remove Load  
\*Amount:  
Total US Equiv:  
Travel Stop Date:  
Card Number:

Accounting Lines

DPI	CD	FY	APC	EOB	US Equivalent	Document Reference	IBOP	ODC	Mat Cd	Mat Qty	DISC

Total US Equivalent:

- Processing
- Disbursements
- Manual

- Manual Disbursements are processed when the user has a pre-certified document only
- The Certifier does not play a role in the process
- This process will not produce a document and will only assign a DOV#

# DISBURSEMENT TRANSACTIONS (cont.)

## Process a Manual Disbursement (1 of 3)

**STEP 1** \*Curr Code: **US** Exchange Rate: **1** \*Payment Type: **CASH** \*Voucher Series: **CA1** **Pay**

**STEP 2** Payee: ☐ Person ☒ Institution

**STEP 3** Name: **DESERT CARAVANS** **Query**

**STEP 4** Address: ☐ US ☒ Foreign

**STEP 5** **MOUNTAIN RANGE**  
**DESERTS, FC**

**STEP 6** Available Loads: **Remove Load**  
\*Amount: **5,000.00**  
Total US Equiv: **5,000.00**  
Travel Stop Date:  **...**  
Card Number:

**STEP 7** Accounting Lines

DPI	CD	FY	APC	EOR	US Equivalent	Document Reference	IBOP	ODC	Mat Cd	Mat Qty	DISC
		9	0232	0000	5,000.00	W9312DR01	US	2			N

21 9 2020 0000 22 0204 13519800000 0000 US W9312DR01 0232 000000 099999 Total US Equivalent: **5,000.00**

# DISBURSEMENT TRANSACTIONS (cont.)

## Process a Manual Disbursement (2 of 3)

Payee: DESERT CARAVANS      Voucher Type: MANDIS      Curr Code: US      Voucher Amount: 5,000.00  
US Equivalent: 5,000.00

*FY	*APC	EOR	*US Equivalent	Document Reference	IBOP	*ODC	Mat Cd	Mat Qty	Mat Disc
9	0232	0000	5,000.00	W9312DR01	US	2			N

STEP 8

INSERTING ACCOUNTING LINE      Total US Equivalent: 5,000.00

21 9 2020 0000 22 0204 13519800000 0000 US W9312DR01 0232 000000 099999

OK      Cancel

# DISBURSEMENT TRANSACTIONS (cont.)

## Process a Manual Disbursement (3 of 3)

Toolbar: STEP 9 (Save), STEP 14 (Print)

\*Curr Code: US Exchange Rate: 1 \*Payment Type: CASH \*Voucher Series: CA1 Pay STEP 10

Payee  
☐ Person ☒ Institution  
Name: DESERT CARAVANS Query  
Address:  
☐ US ☒ Foreign  
MOUNTAIN RANGE  
DESERTS, FC

Available Loads Remove Load  
\*Amount: 5,000.00

Confirm  
! Make Payment?  
STEP 11 Yes No

Accounting Lines

DPI	CD	FY	APC	EOR	US Equivalent	Document Reference
		9	0232	0000	5,000.00	W9312DRG

Deployable Disbursing System  
i Voucher Number 700001 assigned.  
STEP 12 OK

Forms  
X FRM-40407: Transaction complete: applied records saved.  
STEP 13 OK

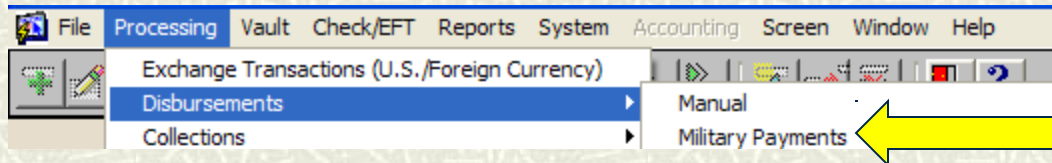
32 000000 099999 Total US Equivalent: 5,000.00



# DISBURSEMENT TRANSACTIONS (cont.)

## Process a Military Payment (Casual Pay)

- Processing Disbursements
- Military Payments (Casual Pay)



A screenshot of the 'Military Payment' form. The form has a title bar with 'Military Payment', 'DD117', and 'Milpay Interface'. Below the title bar are buttons for 'Certify', 'Reject', 'Pay', and 'Group Pay'. The form is divided into several sections. The top section has radio buttons for 'Person' and 'Institution', followed by fields for 'Last Name', 'First Name', 'MI', and 'SSN'. Below this is an 'Address' section with radio buttons for 'US' and 'Foreign', and several text input fields. The middle section has fields for '\*Payment Type:', '\*Branch of Service:', '\*Duty Status:', '\*Sub Comp:', and '\*Pay Grade:'. The bottom section has fields for '\*Branch of Service:', '\*Pay Grade:', '\*Duty Status:', '\*FID Type:', '\*Sub Comp:', '\*Payment Type:', '\*Payroll Nbr:', and '\*Payroll Dt:'. At the bottom of the form are two large sections: 'Source List: SSN Name' and 'Destination List'. A yellow arrow points to the 'Military Payment' tab in the title bar, and another yellow arrow points to the '\*Branch of Service:' field in the bottom section.

- Cashiers will input military payments
- Cashiers will complete the DD Form 117 by vouchering the military payments at the end of the business day

# DISBURSEMENT TRANSACTIONS (cont.)

## Input a Military Payment (1 of 3)

**Military Payment** | DD117 | Milpay Interface

☒ Person   ☐ Institution

Last Name: LAMB   First Name: SYDNEY   MI: S   SSN: 010101010

Address: ☐ US   ☐ Foreign

UNIT INFO: DESERTS, FC

\*Payment Type: CASH   **STEP 3**  
 \*Branch of Service: ARMY   **STEP 4**  
 \*Duty Status: ACTIVE DUTY ON MILPAY   **STEP 5**  
 \*Sub Comp: NOT APPLICABLE  
 \*Pay Grade: ENLISTED E7   **STEP 6**

\*Payment: ☒ Casual   **STEP 7**   ☐ Advance

\*Reason Pay Category Code: Casual Pay   **STEP 8**   \*Amount: 100.00   **STEP 9**

**Accounting Lines**   **STEP 10**

DPI CD	FY	APC	EOR	US Equivalent	Document Reference	IBOP	ODC	Mat Cd	Mat Qty	DISC
9	P222	4140	100.00	CASUALPAY****0	US	2				N

21 9 2010 0000 90 0000 ZB24M400000 4140 US CASUALPAY\*\*\*\*0 P222 000000 012:   Total US Equivalent: 100.00

# DISBURSEMENT TRANSACTIONS (cont.)

## Input Military Payment (2 of 3) - Add Accounting Line

Payee:	LAMB, SYDNEY S	Voucher Type:	DD117	Curr Code:	US	Voucher Amount:	100.00
US Equivalent:						100.00	

*FY	*APC	EOR	US Equivalent	Document Reference	IBOP	*ODC	Cd	Mat	Mat	Qty	Disc
9	P222	4140	100.00	CASUALPAY****0	US	2					N

**STEP 11** → **STEP 12**

The DRN should be "CASUALPAY\*\*\*\*0"  
(\*\*\*\* is the DSSN the payment was made from.)

INSERTING ACCOUNTING LINE

Total US Equivalent: 100.00

21 9 2010 0000 90 0000 ZB24M400000 4140 US CASUALPAY\*\*\*\*0 P222 000000 012120

**STEP 13** → OK Cancel

# DISBURSEMENT TRANSACTIONS (cont.)

## Input Military Payment (3 of 3)

STEP 14

Military Payment DD117 Milpay Interface

☐ Person ☐ Institution

Last Name First Name MI SSN

LAMB SYDNEY S 010101010

Address

☐ US ☐ Foreign

UNIT INFO

DESERTS, FC

\*Payment Type: CASH

\*Branch of Service: ARMY

\*Duty Status: ACTIVE DUTY ON MILPAY

\*Sub

\*Pay G

\*Payment

### Certify Military Payment

- The cashier must close out the screen
- The Certifier must select the military payment and system certify

STEP 15

Military Payment DD117 Milpay Interface

☐ Person ☐ Institution

Last Name First Name MI SSN

LAMB SYDNEY S 010101010

Address

☐ US ☐ Foreign

\*Payment Type: CASH

\*Branch of Service: ARMY

\*Duty Status: ACTIVE DUTY ON MILPAY

\*Sub

\*Pay G

\*Payment

Forms

Choose a Certification Method:

System Cancel

Forms

Information: Record has been System Certified

OK

STEP 16

STEP 17



# DISBURSEMENT TRANSACTIONS (cont.)

## Group Pay Military Payment

Toolbar: [Icons] [STEP 19]

Military Payment | DD117 | Milpay Interface

☒ Person ☐ Institution

Last Name: LAMB First Name: SYDNEY MI: S SSN: 010101010

Address: ☐ US ☒ Foreign

UNIT INFO  
DESERTS, FC

Certify Reject **STEP 18** Group Pay

\*Payment Type: CASH  
\*Branch of Service: ARMY  
\*Duty Status: ACTIVE DUTY ON MILPAY  
\*Sub Comp: NOT APPLICABLE  
\*Pay Grade: ENLISTED E7

\*Payment: ☒ Casual ☐ Advance

Military Payment | DD117 | Milpay Interface

☒ Person ☐ Institution

Last Name: First Name: MI: SSN:

Address:

Certify Reject Pay Group Pay

\*Payment Type:  
\*Branch of Service:

# DISBURSEMENT TRANSACTION (cont.)

## Process a DD 117 for a Military Payment (1 of 3)

DDS Rel 1 - [Military Payment]

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Military Payment **DD117** Milpay Interface

\*Branch of Service:  \*Duty Status:  \*Sub Comp:   
\*Pay Grade:  \*FID Type:  \*Payment Type:   
\*Payroll Nbr:  \*Payroll Dt:

Source List: SSN Name Destination List

Warning

Select OK to clear the Transaction and go to previous tab or Select Cancel.

OK

Accounting Lines

FY	APC	BOR	US Equivalent	Document Reference	IBOP	ODC	MTL CD	MTL QTY	DISC

**Cashier will voucher all military payments processed before the close of business.**

# DISBURSEMENT TRANSACTION (cont.)

## Process a DD 117 for a Military Payment (2 of 3)

The screenshot shows the 'Military Payment' interface with the 'DD117' and 'Milpay Interface' tabs selected. The interface includes a toolbar at the top, a form area with various fields, and a 'Source List' and 'Destination List' section. A 'Forms' dialog box is open in the foreground.

**STEP 1** \*Branch of Service: ARMY

**STEP 2** \*Pay Grade: ENLISTED

**STEP 3** Duty Status: ACT

**STEP 4** \*FID Type: PC

\*Sub Comp: NOT APPLICABLE

\*Payment Type: CASH

\*Payroll Nbr:

\*Payroll Dt:

**STEP 5**

**STEP 6**

Source List: SSN Name

Destination List

Accounting Lines

DPI

CD FY APC EOR US Equivalent Reference IDP ODC CD QY DISC

**Forms**

Information: Select criteria and press execute query

**STEP 7** OK

# DISBURSEMENT TRANSACTION (cont.)

## Process a DD 117 for a Military Payment (3 of 3)

STEP 9

\*Branch of Service: ARMY \*Duty Status: ACT \*Sub Comp: NOT APPLICABLE  
\*Pay Grade: ENLISTED \*FID Type: PC \*Payment Type: CASH  
\*Payroll Nbr: \*Payroll Dt:

Source List: SSN Name

010101010-LAMB, SYDNEY S

Destination List

STEP 11

Military Payment

DD117

Milpay Interface

\*Branch of Service: ARMY \*Duty Status: ACT \*Sub Comp: NOT APPLICABLE  
\*Pay Grade: ENLISTED \*FID Type: PC \*Payment Type: CASH  
\*Payroll Nbr: \*Payroll Dt:

Source List: SSN Name

STEP 10

Destination List

010101010-LAMB, SYDNEY S

Total: 100.00

Accounting Lines

DPI	CD	FY	APC	EOR	US Equivalent	Document Reference	IBOP	ODC	Mat Cd	Mat Qty	DISC
		9	P222	4140	100.00	CASUALPAY****0	US	2			N



# DISBURSEMENT TRANSACTION (cont.)

1. DEPARTMENT ARMY	MILITARY PAY VOUCHER	2. VOUCHER NUMBER 651000
IDENTIFICATION AND CERTIFICATION		
3. ATTACHMENT  Pages	4. ORGANIZATION AND LOCATION ALPHA DETACHMENT CAMP ALPHA	5. PAYROLL NUMBER
6. PURPOSE OF PAYMENT		7. PAID BY

TO: See Attached

I CERTIFY this voucher is correct and proper for

8. TYPED NAME OF DISBURSING OFFICER  
ANTHONY COLE

9.

As Agent Officer to the above Disbursing Officer, I CERTIFY the  
have been paid by me to members listed thereon after proper ide

11. SIGNATURE OF AGENT OFFICER

APPROPR

13. APPROPRIATION

21 9 2010 0000 90 0000 ZB24M400000 4140 US CA

MULTIPLE PAYMENTS LIST				Page 2 of 3	
<p>PRIVACY ACT STATEMENT</p> <p>AUTHORITY: Title 5 USC 5516, 5517, 5520, and 5701; Title 37 USC 404-427; and E.O. 9397</p> <p>PRINCIPAL PURPOSE(S): Used to supplement DD Form 1351-2, "Travel Voucher or Subvoucher," to substantiate claims for reimbursement when multiple individuals of an organization are performing official travel at the same time, between the same points, and accounting data is the same. The information collected may also be used as a payroll list.</p> <p>ROUTINE USE(S): Information may be furnished to an employee's state and/or local taxing authorities, to comply with agreements entered into by the Secretary of the Treasury, for verification of filing information used by an individual in a tax return; in addition, release of information on this form may be made to Federal, state, local or foreign law enforcement agencies, for investigation of and possible prosecution of an individual charged with violating any law, statute, rule, regulation, or order in this claim for restitution.</p>					
1. TYPE OF PAYMENT (Check applicable)				D.O. VOUCHER NUMBER 651000	
X	MILITARY PAY (MP)		TRAVEL ALLOWANCE (TA)		OTHER (Specify)
2. PAYROLL NUMBER (If applicable)				3. DATE OF COMPUTED PAYMENT 10/19/2009	
4. ORGANIZATION AND STATION ALPHA DETACHMENT CAMP ALPHA				PAID BY ALPHA DETACHMENT CAMP ALPHA 6550 10/19/2009 A	
5. PAYEE IDENTIFICATION				e. TRAVEL ORDER OR OTHER AUTHORITY	f. AMOUNT
a. LAST      b. FIRST      c. MI      d. SSN					g. SIGNATURE OR CHECK NUMBER
1	LAMB SYDNEY S		010101010		100.00
2					

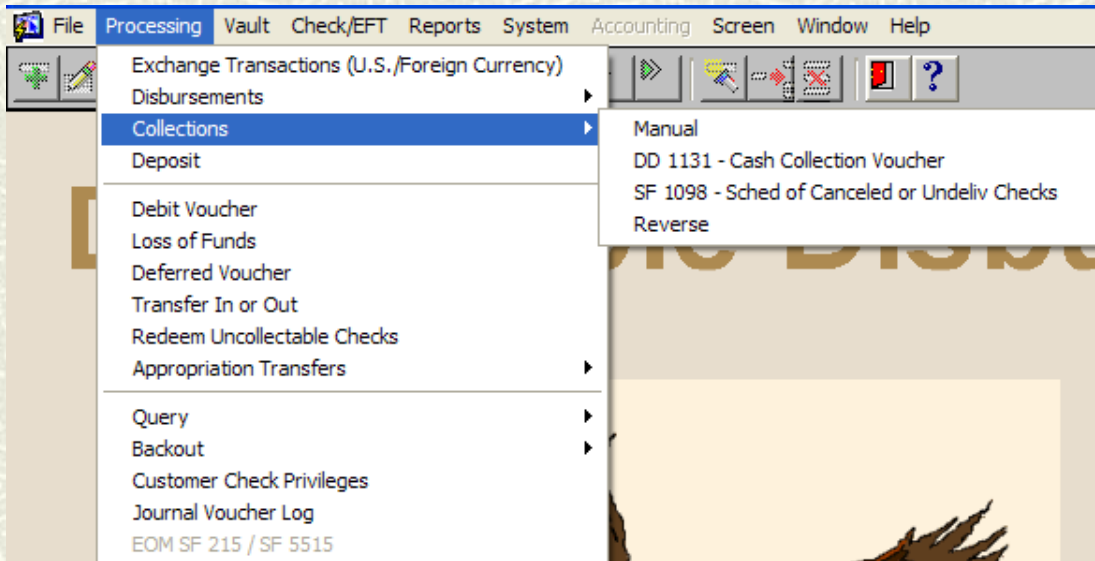
# COLLECTION TRANSACTIONS

## Deployable Disbursing



System

# COLLECTION TRANSACTIONS (cont.)



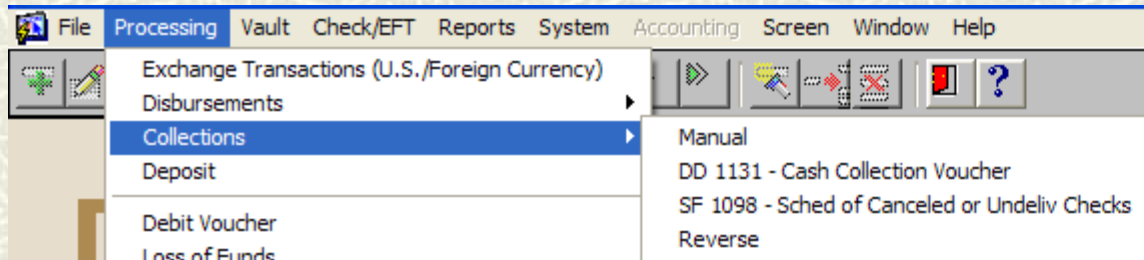
**Different  
collection  
transactions**



## System

# COLLECTION TRANSACTIONS (cont.)

## Manual Collections (1 of 3)



- Processing
- Collections
- Manual

\*Remitter  
☒ Person ☐ Institution

Last Name First Name MI SSN  
PANNELL YANITZA I 111223333 Query

☐ US ☒ Foreign

MOUNTAIN RANGES  
DESERTS, FC

\*Collect Type: RECEIPT  
Contract Number:  
☐ TPAC Collection

Enter Collection

*Curr Cd	*Amount	*Exchange Rate	*US Equivalent Type	NI Number	NI Date	Name On Inst.
	1,000.00					

- Manual Collections are used when a pre-certified DD Form 1131 is on hand.
- Will not create a document.
- Will assign a DOV# only.
- Collection can be made via cash or check.
- Does not need to be certified in DDS because it has been certified manually.



# COLLECTION TRANSACTIONS (cont.)

## Manual Collections (2 of 3)

STEP 7

STEP 1 \*Remitter  
☒ Person ☐ Institution  
Last Name First Name MI SSN Collect

STEP 2 PANNELL YANITZA I 111223333 Query

US Foreign

STEP 3 MOUNTAIN RANGES  
DESERTS, FC

\*Collect Type: RECEIPT STEP 4  
Contract Number:  
☐ TPAC Collection

Enter Collection

STEP 5 \*Curr  
Cd \*Amount \*Exchange Rate \*US Equivalent Type NI Number NI Date Name On Inst:  
US 1,000.00 1 1,000.00

STEP 5a Available NIs

STEP 6 Accounting Lines


STEP 8

Forms  
FRM-40406: Transaction complete: 3 records applied; all records saved.  
OK

1,000.00

# COLLECTION TRANSACTIONS (cont.)

## Manual Collections (3 of 3)

Toolbar:  STEP 12

\*Remitter  
☒ Person ☐ Institution

Last Name First Name MI SSN STEP 9 Collect  
PANNELL YANITZA I 111223333 Query

☐ US ☒ Foreign

MOUNTAIN RANGES  
DESERTS, FC

\*Collect Type: RECEIPT  
Contract Number: Optional  
☐ TPAC Collection

Enter Collection

\*Curr  
Cd

	*Amount	*Exchange Rate	*US Equivalent	Type	NI Number	NI Date	Name On Inst
US	1,000.00	1	1,000.00				

Available NIs

Accounting Lines

Forms

Information: COLLECTION VOUCHER CREATED # 000002

STEP 10

Forms

Record saved and committed

STEP 11

# COLLECTION TRANSACTIONS (cont.)

## Input DD Form 1131 - Cash Collection Voucher (1 of 3)

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Exchange Transactions (U.S./Foreign Currency)  
Disbursements  
Collections  
Deposit

Manual  
DD 1131 - Cash Collection Voucher

- Processing
- Collections
- DD 1131 - Cash Collection

DD1131 Remitters

Certify Reject Collect

\*Collection Type: RECEIPT

Cash Collection Voucher

Disbursing Office  
Collection Voucher No. - CV

Receiving Office  
Collection Voucher No. -

Activity (Name & Location)  
☐ Institution  
Institution  
KELLEY 8582 Query

☐ US ☒ Foreign

FALCON FINANCE OFFICE

MOUNTAIN RANGES

DESERTS, FC

Received and Forwarded By  
(Printed name, title  
and signature)  
Name  
KELLEY 8582

Title  
Optional

Date Received  
Optional

STEP 1: Institution

STEP 2: KELLEY 8582

STEP 3: MOUNTAIN RANGES

STEP 4: Date Received

# COLLECTION TRANSACTIONS (cont.)

## Input DD Form 1131 - Cash Collection Voucher (2 of 3)

DD1131 Remitters

Certify Reject Collect

Activity (Name and location, include Zip Code)  
10001 ALPHA DETACHMENT  
CAMP ALPHA

Disbursing Officer (Name and title)  
ANTHONY . COLE  
DISBURSING OFFICER

DSSN  
8550

Date Received (subject to collection)  
10/19/2009 A

Period: From: 10/19/2009 STEP 5 10/19/2009 STEP 5a

Total U.S. Equivalent Collected: 5000.00

*Curr Cd	*Amount	*Exch Rate	NI US Equiv	Type	NI Number	NI Date	Name
US	5,000.00	1	5000.00	pc	6543	10/19/2009	JAMES F. KELLE

STEP 6

Available NIs



# COLLECTION TRANSACTIONS (cont.)

## Input DD Form 1131 - Cash Collection Voucher (3 of 3)

DD1131 Remitters

Remitter Total: 5000.00 Remitter 1 of 1

Date Received: 10/19/2009 **STEP 7**

\*Name of Remitter  
Description of Remittance

SDP  
KELLEY, JAMES F.  
333-22-1111 **STEP 8**

E7  
ARMY  
ACTIVE

Detail Description of  
Purpose for which  
Collections were received

SDP DEPOSIT  
\$5,000.00  
CHK  
#6543  
10/19/2009 **STEP 9**

Accounting Lines **STEP 10**

DPI CD	FY	APC	EOR	US Equivalent	Document Reference	IBOP	ODC	Mat Cd	Mat Qty DISC
X		2XAC	0000	5,000.00	USSDP	US	2		

21 X 6010 0000 90 0000 000000000000 0000 US USSDP 2XAC 000000 012120

**Forms**

FRM-40404: Database apply complete: 2 records applied.

**STEP 12**

# COLLECTION TRANSACTIONS (cont.)

## Certifying DD Form 1131

DD1131 Remitters

**STEP 13** Certify Reject Collect

\*Collection Type: RECEIPT

Cash Collection Voucher

Disbursing Office  
Collection Voucher No. - CV

Receiving Office  
Collection Voucher No. -

Activity (Name & Location)  
☐ Person ☒ Institution

Institution  
**KELLEY 8582** Query

☐ US ☐ Foreign

FALCON FINANCE OFFICE

MOUNTAIN RANGES

DESERTS, FC

Received and Forwarded By  
(Printed name, title and signature)  
Name  
KELLEY 8582  
Title  
Date Received

Forms

Choose a Certification Method:

**STEP 14** System External Cancel

Confirm System Certify

System certify the DD1131 being displayed?

**STEP 15** OK Cancel

# COLLECTION TRANSACTIONS (cont.)

## Collecting DD Form 1131 After Certification

DD1131 Remitters

Certify Reject Collect **STEP 16**

Cash Collection Voucher

\*Collection Type: RECEIPT

Disbursing Office  
Collection Voucher No. - CV

Receiving Office  
Collection Voucher No. -

Activity (Name & Location)  
☐ Person ☒ Institution  
Institution  
KELLEY 8582 Query  
☐ US ☒ Foreign  
FALCON FINANCE OFFICE  
MOUNTAIN RANGES

Received and Forwarded By  
(Printed name, title  
and signature)  
Name  
KELLEY 8582  
Title  
Date Received

### Confirm Collect



Is the current DD1131 the one being collected?

**STEP 17**

OK

Cancel

### Forms



Information: Voucher Number 000005 assigned.

**STEP 18**

OK

**STEP 19**

CASH COLLECTION VOUCHER

DISBURSING OFFICE COLLECTION VOUCHER 040001

RECEIVING OFFICE COLLECTION VOUCHER -

Receiving Office

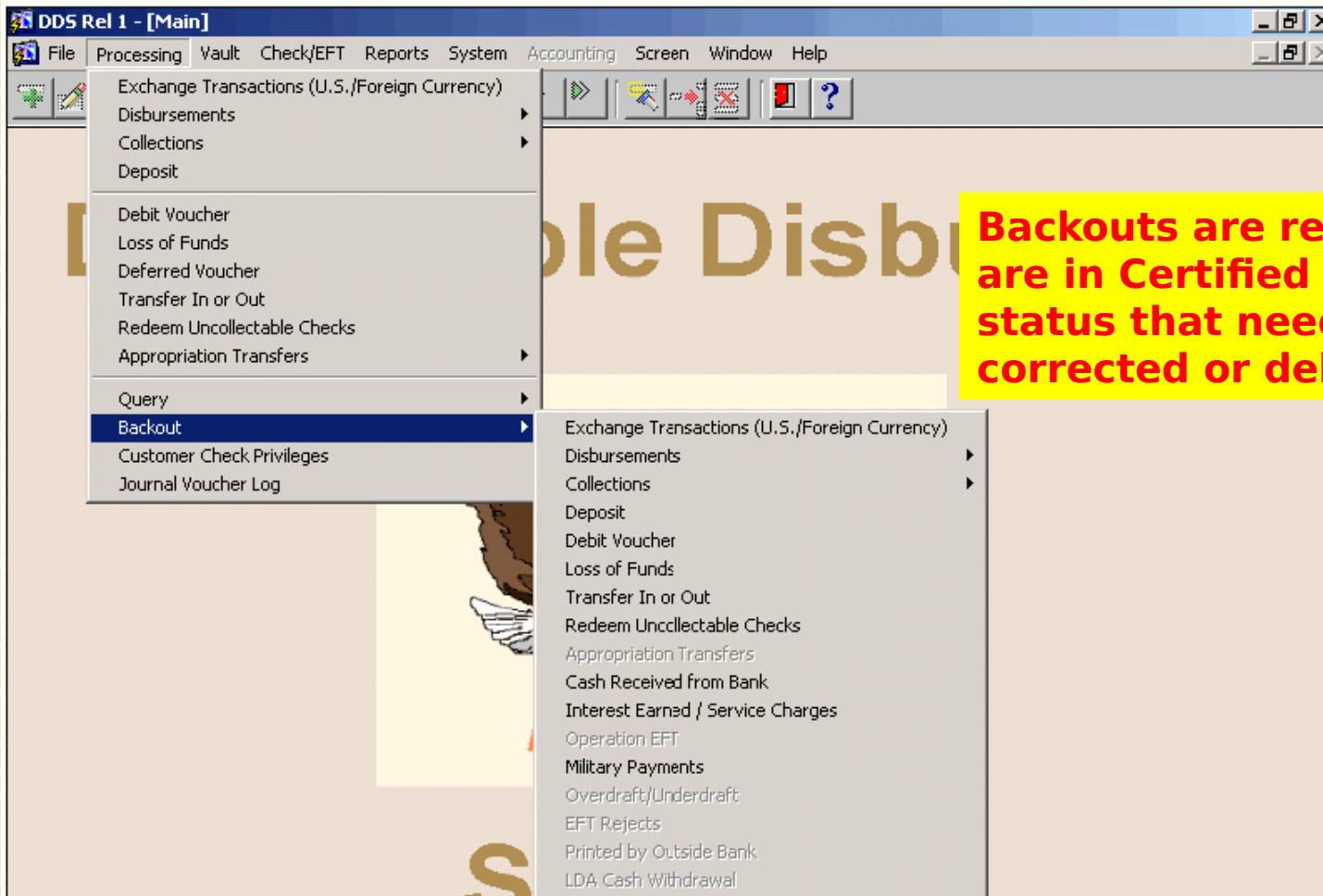
ACTIVITY (Name and location) KELLEY 8582  
KABUL AFGHANISTAN

RECEIVED AND FORWARDED BY (Printed name, title and signature)  
KELLEY 8582

DATE

ACTIVITY (Name and location) REMOTE SITE 5-KANDAHAR DA

# BACKOUT PROCEDURES



**Backouts are records that are in Certified or Paid status that need to be corrected or deleted.**



# BACKOUT PROCEDURES (cont.)

**STEP 1** →

Exchanges	Last Site Id	Name	First Name	MI	SSN	Rep Id
	00001	MAYNARD	JOHN	L	123456824	N
	00001	HAYNES	GAYLE	N	123456753	N
	00001	METCALF		B	123456796	N
	00001	CLARK		L	123456702	N
	00001	BROWN		S	123456790	N

**STEP 7** →

**STEP 4** →

**STEP 2** →

Details	ID	Curr	Amount	Type	Number	Date	Rate	US Equivalent Amount
	I	US	100.00				1	100.00
	O	US	100.00	SV	101	12-APR-2007	1	100.00

**Forms**

Information: BACKOUT AUTHORIZATION GRANTED.

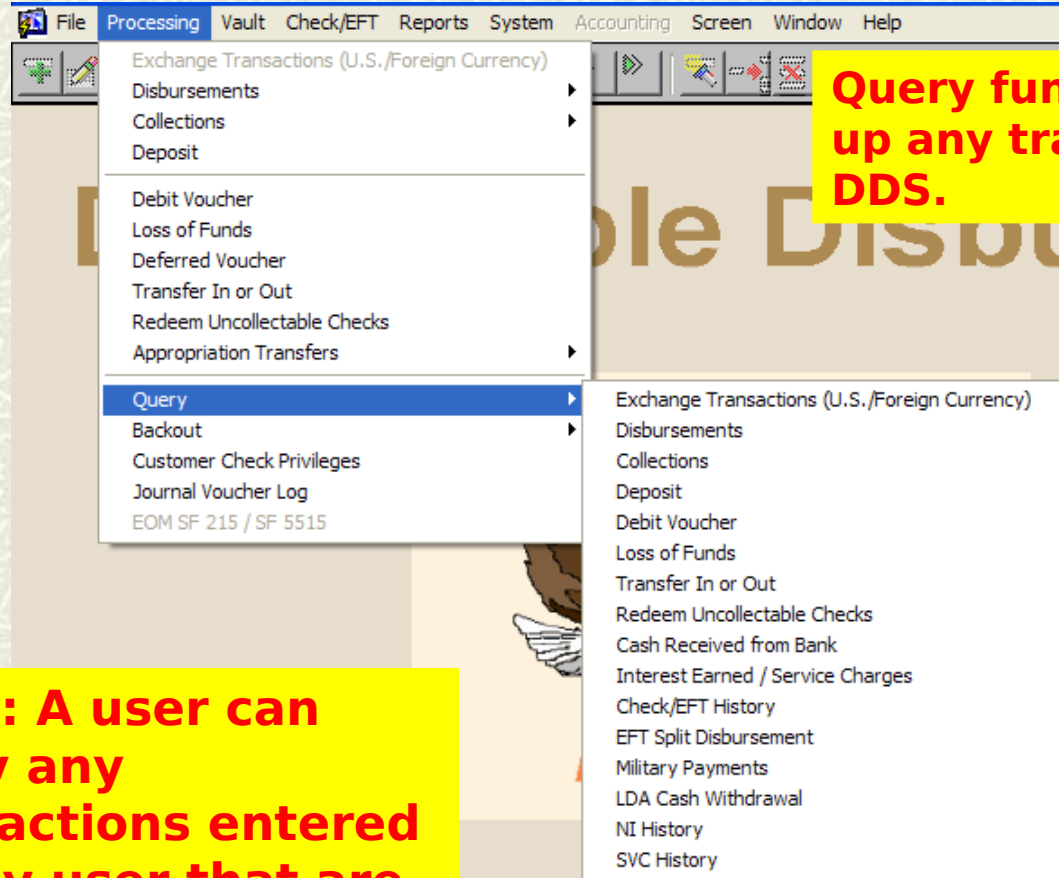
**STEP 5** →

**STEP 3** → Backout

**STEP 6** →

Exchanges	Last Site Id	Name	First Name	MI	SSN	Rep Id
	00001	HAYNES	GAYLE	N	123456753	N
	00001	METCALF	TERRY	B	123456796	N
	00001	CLARK	KELLIE	L	123456702	N

# QUERY PROCEDURES



**Query function is used to look up any transaction entered in DDS.**

**NOTE: A user can query any transactions entered by any user that are in the same database.**

# QUERY PROCEDURES (cont.)

**DDS Rel 1 - [Exchange Transactions Query]**

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Site Id:  Creating User:  Currency Code:

Last Name:  First Name:  SSN:

Transaction Amount:  Business Date:  NI Number:

**Exchanges**

User Cd	Site Id	Business Date	Last Name	First Name	MI	SSN	Rep Id	BO Id

**Details**

IO Id	Curr Cd	NI Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount

# END OF DAY REPORTS

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## Deployable Disbursing

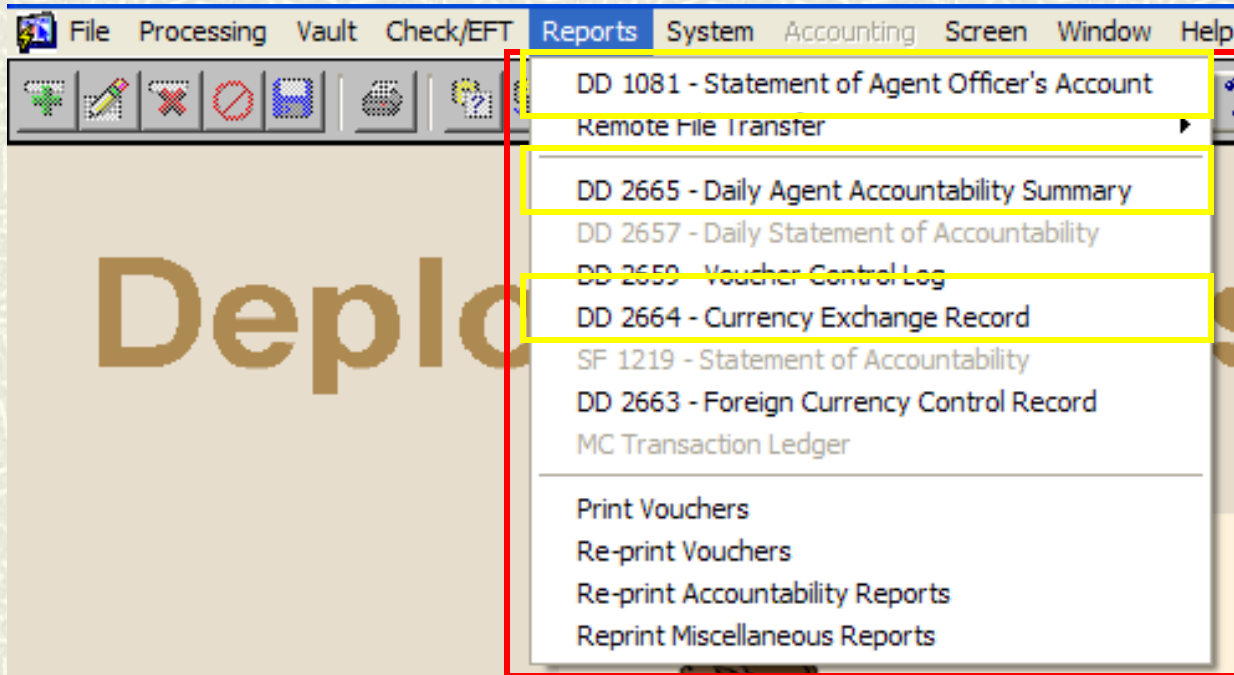


System



# END OF DAY REPORTS (cont.)

## REPORTS MENU



- Reports
- DD 1081
- DD 2664
- DD 2665

These are the most commonly used reports by a cashier.

The Reports Menu is used to create or accept/reject, view and finalize the reports, view or print vouchers and accountability reports.

# END OF DAY REPORTS (cont.)

## DD FORM 2664

The screenshot shows the input screen of the DD FORM 2664 software. At the top is a toolbar with various icons. A yellow arrow labeled "STEP 5" points to the "Print" icon. Below the toolbar, a dialog box contains the following fields:

- STEP 1** points to the "Business Date:" field, which displays "10/19/2009 A".
- STEP 2** points to the "\*User Code:" field, which displays "CA1".
- STEP 3** points to the "OK" button.
- STEP 4** points to the "File" menu in the main application window.

CURRENCY EXCHANGE RECORD RECORD OF INDIVIDUAL EXCHANGE TRANSACTION						
<b>1. DISBURSING OFFICER DESIGNATION</b> TONY DUNGY DISBURSING OFFICER 8899 E 56TH ST INDIANAPOLIS IN 46249				<b>2. RATES OF EXCHANGE</b> Dinar 2 = \$1.00		
<b>6. RECEIVED FROM CUSTOMER</b>				<b>7. DISBURSED TO CUSTOMER</b>		
<b>a. TYPE OF NEGOTIABLE INSTRUMENT RECEIVED</b> (Personal check, etc.)	<b>b. U.S. CURRENCY AND COIN</b>	<b>c. FOREIGN CURRENCY</b>	<b>d. TOTAL</b>	<b>a. U.S. CURRENCY AND COIN</b>	<b>b. FOREIGN CURRENCY</b>	<b>c. FOREIGN CURRENCY</b>

# END OF DAY REPORTS (cont.)

## DD FORM 1081

**\*\*\*If DDS is interfaced with ECC/PCC, the end of day reports must be ran first for ECC (Sales and Loads) and PCC (close Batch List) first.**

Issuing User Id: CA1 Receiving User Id/Site: DA110001 **STEP 1**

Issuing User Site: 10001 Name of Receiver: PABLO SANCHEZ

Name of Issuer: CASHIERONE CASHIERONE

**STEP 2** ☒ Return ☐ Partial ☒ Full **STEP 3**

☐ Advance

Generate Vouchers Confirm Reject

STATEMENT OF AGENT OFFICER'S ACCOUNT  
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

	a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
0	1 Balance Forward:	.00	100,000.00	.00	105,000.00
1	2 U.S. Dollars:	.00	.00	.00	.00
	3 Foreign Curr(U.S. Equivalent):	.00	.00	.00	.00
	4 Military Payment Certificates:	.00	.00	.00	.00
2	5 Collections:	5,000.00	.00	.00	.00
3	6 Deposits:	.00	.00	.00	.00
4	7a NI: Treasury Checks:	.00	.00	.00	.00
	7b Military Payment Orders:	.00	.00	.00	.00

**STEP 4**

Business Day: 10/19/2009 A Sequence Number: 1 **STEP 5**

# END OF DAY REPORTS (cont.)

## DD FORM 1081 (cont.)

Curr Code	On Hand	Amount	Exch Rate	US Equiv
US	49,900.00	49,900.00	1	49,900.00

U.  
Foreign Currency (U.S. Eq  
Military Payment Cer

Clear

Curr Code	On Hand	Amount	Exch Rate	US Equiv
FC	5,000,000.00	5,000,000.00	100	50,000.00

U.S. Dollar:   
Foreign Currency (U.S. Equivalent): 50,000.00  
Military Payment Certificates:

Clear OK Cancel

**STEP 5**

**STEP 5a**



# END OF DAY REPORTS (cont.)

## DD FORM 1081 (cont.)

### LINE 7c3

**\*\*\*Verify that all negotiable instruments for the day are showing. Click the "Select All" Button. Click on OK.**

Check or Tracer Number	Date	Curr Code	Amount	Exch Rate	US Equiv	NI Type	NI
<input checked="" type="checkbox"/> 205	04/12/2007	US	100.00	1	100.00	PC	NATHAN E VASHER
<input checked="" type="checkbox"/> 301	04/12/2007	US	100.00	1	100.00	PC	BROWN, DAVID S
<input checked="" type="checkbox"/> 302	04/12/2007	US	100.00	1	100.00	PC	METCALF, TERRY B
<input checked="" type="checkbox"/> 401	04/12/2007	US	100.00	1	100.00	TC	TATE, MICHAEL A
<input checked="" type="checkbox"/> 402	04/12/2007	US	100.00	1	100.00	TC	CLARK, KELLIE L
<input checked="" type="checkbox"/> 501	04/12/2007	US	100.00	1	100.00	TV	GARZA, ROBERT H
<input checked="" type="checkbox"/> 502	04/12/2007	US	100.00	1	100.00	TV	EDWARDS, BRIAN D
<input checked="" type="checkbox"/> 601	04/12/2007	US	100.00	1	100.00	MO	HAYNES, GAYLE N
<input checked="" type="checkbox"/> 602	04/12/2007	US	100.00	1	100.00	MO	WILLIAMS, KEVIN E
<input type="checkbox"/>							

**STEP 6a** →

US Equivalent of Treasury Checks Selected:	<input type="text"/>
US Equivalent of EFT For Cash Selected:	<input type="text"/>
US Equivalent of Dishonored Checks Selected:	<input type="text"/>
US Equivalent of Negotiable Instruments Selected:	<input type="text" value="900.00"/>

**STEP 6b** →

# END OF DAY REPORTS (cont.)

## DD FORM 1081 (cont.)

### LINE 12 - Zero Balance

**STEP 8** →

Issuing User Id:  Receiving User Id/Site:

Issuing User Site:  Name of Receiver:

Name of Issuer:

☒ Return ☐ Partial ☐ Advance ☒ Full

STATEMENT OF AGENT OFFICER'S ACCOUNT  
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

	a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)	
6	8	Paid Vouchers:	.00	.00	100.00	.00
	9	Incorrect Vouchers Ret:	.00	.00	.00	.00
	10.1	Overdrafts:	.00	.00	.00	.00
7	10.2	Loss of Funds:	.00	.00	.00	.00
	10.3	Transfers In and Out:	.00	.00	.00	.00
	10.4	Stored Value Card Load:	.00	.00	.00	.00
	11	Stored Value Card Sales:	.00	.00	.00	.00
	12	Total Funds:	.00	105,000.00	.00	.00

**STEP 7** → **STEP 7a** →

Business Day:  Sequence Number:

# END OF DAY REPORTS (cont.)

## DD FORM 1081

(cont.)

STEP 9









Page:  

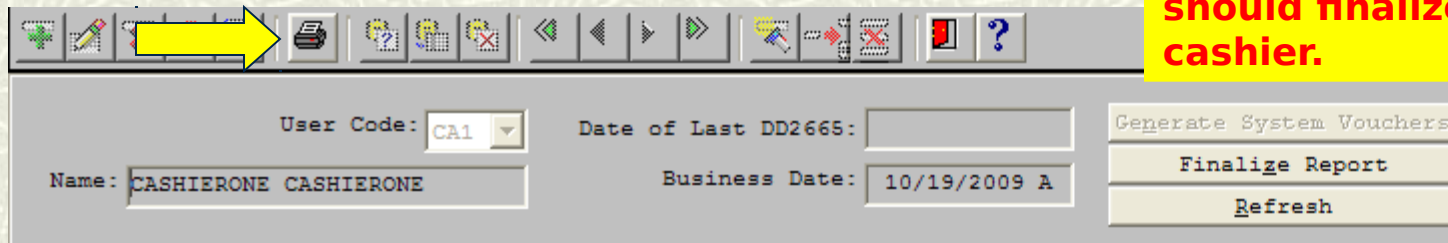
SEQUENCE # 1		STATEMENT OF AGENT OFFICER'S ACCOUNT		10/27/2009 11:46:40	
DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NUMBER  ANTHONY COLE CAMP LIBERTY IRAQ APO AE 09165  DSSN 8550		AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS (Include ZIP Code/APO number and Telephone number)  CASHIERONE CASHIERONE 111111199 CAMP ALPHA			
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT					
TRANSACTIONS a	INCREASE (Received by Agent) b	BEGINNING BALANCE (In Agent's Account) c	DECREASE (Turned in by Agent) d	ENDING BALANCE (In Agent's Account) e	
1. BALANCE FORWARD		100,000.00		105,000.00	
2. U.S. DOLLARS			49,900.00		
3. FOREIGN CURRENCY			50,000.00		
4. MILITARY PAYMENT CERTIFICATE					
5. COLLECTIONS	5,000.00				
6. DEPOSITS					
7. NEGOTIABLE INSTRUMENTS					
A. TREASURY CHECKS					
B. MILITARY PAYMENT ORDERS					
C. OTHER (Specify) (EFT for Chk, dishdnd Chk)			5,000.00		
8. PAID VOUCHERS			100.00		
9. INCORRECT VOUCHERS RETURNED					
10. CHK ISSUE OVRDFT, LOP, TFRS, SVC LOAD					
11. STORED VALUE CARD SALES					
12. TOTAL FUNDS IN HANDS OF AGENT OFFICER		105,000.00		.00	

STATEMENTS

# END OF DAY REPORTS (cont.)

## DD FORM 2665

**\*\*\*The cashier should NEVER finalize. The DA should finalize for the cashier.**



User Code: CA1 Date of Last DD2665: Generate System Vouchers

Name: CASHIERONE CASHIERONE Business Date: 10/19/2009 A Finalize Report

Refresh

### SECTION I -- SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS

LINE NO.		TODAY	CUMULATIVE
1.	Accountability -- Beginning	.00	.00
2.	Advances	100,000.00	100,000.00
	a. Cash	100,000.00	
	b. Prepositioned Checks		
	c. Other		
3.	Voucher Collections	5,000.00	5,000.00
4.	Treasury Check Issues	.00	.00
	a. Vouchered	.00	
	b. Other	.00	
5.	Transfers from Other Disbursing Officers		.00
6.	Exchange Gain Accumulations	.00	.00
7.	Other	.00	.00



# END OF DAY REPORTS (cont.)

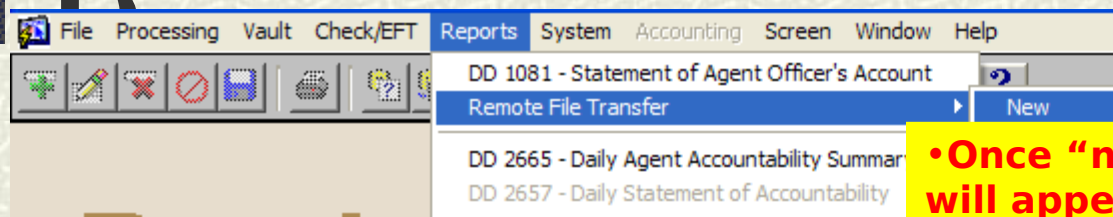
## DD FORM 2665

(cont.)

Page: 1 ?

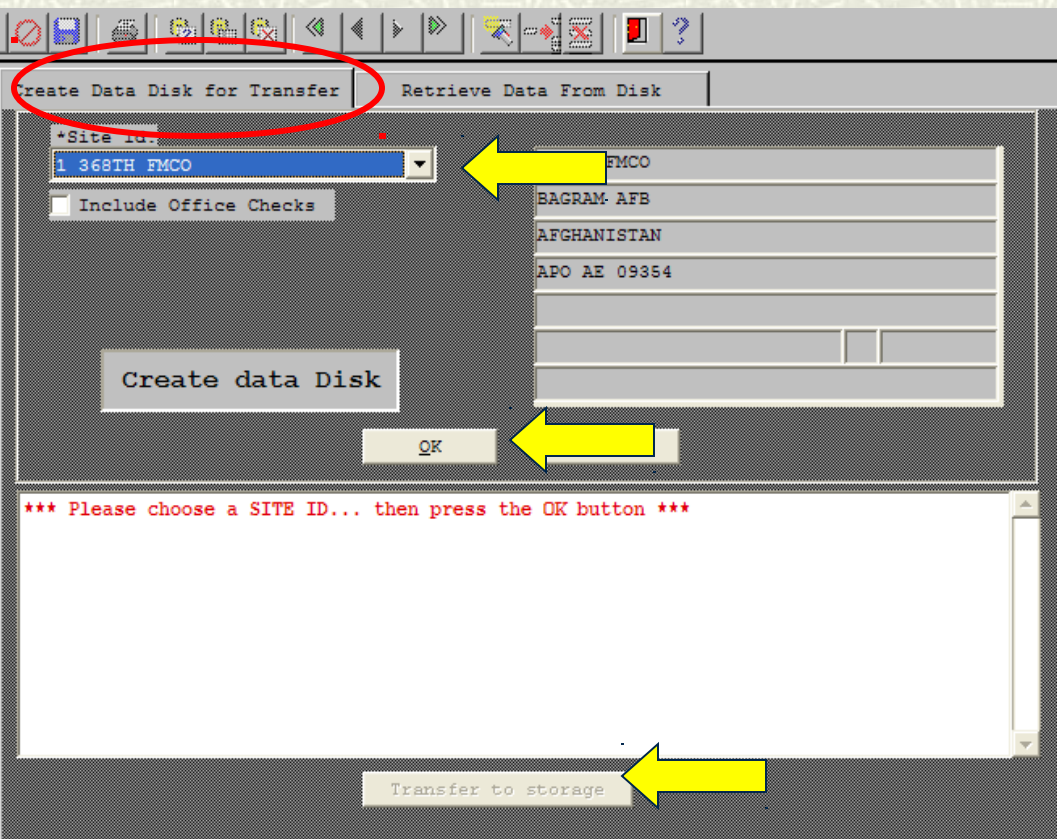
DAILY AGENT ACCOUNTABILITY SUMMARY					1. DATE 10/19/2009 A	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS						
a. LINE NO.		b. DESCRIPTION	c. TODAY	d. CUMULATIVE		
(1)		ACCOUNTABILITY - BEGINNING				
(2)	INCREASES	ADVANCES a. CASH 100000.00 b. PREPOSITIONED CHECKS c. OTHER	100,000.00	100,000.00		
(3)		VOUCHERED COLLECTIONS	5,000.00	5,000.00		
(4)		TREASURY CHECK ISSUES a. VOUCHERS b. OTHER				
(5)		TRANSFERS FROM OTHER DISBURSING OFFICERS				
(6)		EXCHANGE GAIN ACCUMULATIONS				
(7)		OTHER (Explain)				
(8)		TOTAL INCREASES	105,000.00	105,000.00		
(9)			GROSS ACCOUNTABILITY	105,000.00	105,000.00	
(10)	DECREASES	TRANSFERS TO OTHER DISBURSING OFFICERS				
(11)		EXCHANGE LOSS ACCUMULATIONS				
(12)		OTHER (Explain)				
(13)		RETURNS TO PRINCIPAL a. PAID VOUCHERS 100.00 b. DEPOSIT TICKETS c. OTHER (Explain) 104,900.00	105,000.00	105,000.00		
(14)		TOTAL DECREASES	105,000.00	105,000.00		
(15)		ACCOUNTABILITY - ENDING		0.00		
SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY						
a. LINE NO.		b. ELEMENT OF ACCOUNTABILITY	c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS	
(16)		LIMITED DEPOSITORY UNITS RATE				
(17)		CASH ON HAND (U.S.)	49,900.00	49,900.00		
(18)	CASH ON HAND (Foreign)	a. ACCOMMODATING UNITS RATE	50,000.00	50,000.00		
		b. OPERATING UNITS RATE				
(19)		PREPOSITIONED TREASURY CHECK				
(20)		NEGOTIABLE INSTRUMENTS (U.S.)	5,000.00	5,000.00		
(21)		NEGOTIABLE INSTRUMENTS (Foreign) UNITS RATE				
(22)		MILITARY PAYMENT CERTIFICATES				
(23)		PAID VOUCHERS	100.00	100.00		
(24)		FUNDS IN TRANSIT				
(25)		FUNDS WITH SUBAGENTS				
(26)		DEPOSIT TICKETS (Not LDA)				
(27)		DISHONORED CHECKS RECEIVABLE				
(28)		CHECK OVERDRAFTS RECEIVABLE				
(29)		LOSS OF FUNDS				
(30)		DEFERRED VOUCHERS				
(31)		OTHER (Explain)				
(32)		TOTAL AGENT ACCOUNTABILITY	105,000.00	105,000.00	0.00	

# CREATE A REMOTE FILE TRANSFER FILE (RFT) (Step



- Reports
- Remote File Transfer

- Once "new" is selected, a window will appear with 2 tabs
- DDS defaults to the "create data disk for transfer"
- Select the appropriate Site ID that DDS should be transferring with
- Select "ok" to generate the RFT file
- Once the site has been created, the remarks window will state that the file has been created, and the "transfer to storage" key will become enabled
- Select the "transfer to storage" key, and place in the folder where the RFT files will be maintained



# CREATE A REMOTE FILE TRANSFER FILE (RFT) (Step 2)

Create Data Disk for Transfer    Retrieve Data From Disk

\*Site Id:  
1 368TH FMCO

☐ Include Office Checks

368TH FMCO  
BAGRAM AFB  
AFGHANISTAN  
APO AE 09354

Question

Create File for Transfer to another Site?

Yes

\*\*\* Please choose a SITE ID... then press the OK button \*\*\*

\*\*\* When Storage is ready push the button at the bottom of the screen \*\*\*  
\*\*\* NOTE: regardless of whether a DD1081 was created \*\*\*  
\*\*\* There is information on this file that MUST BE SENT!!!

PROCESS IS COMPLETE. File ready to be copied to diskette

If this is a large transfer this will take several minut

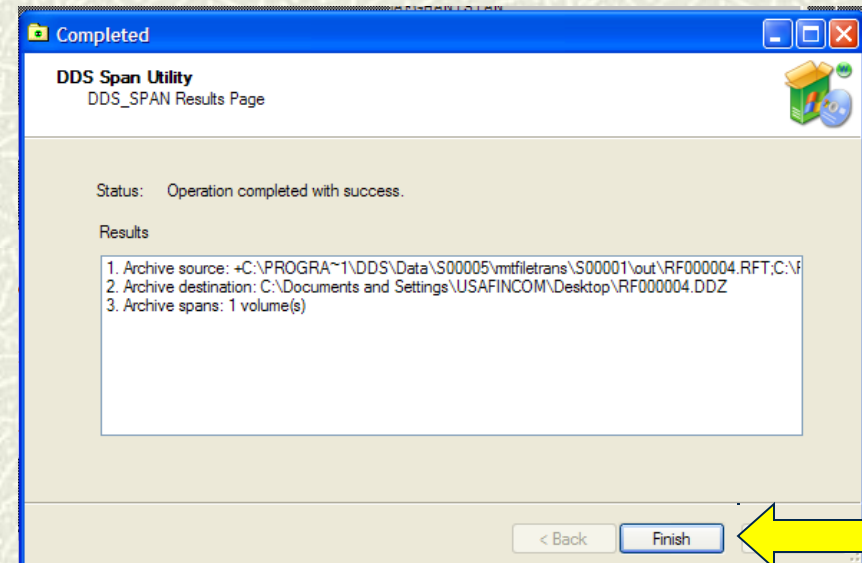
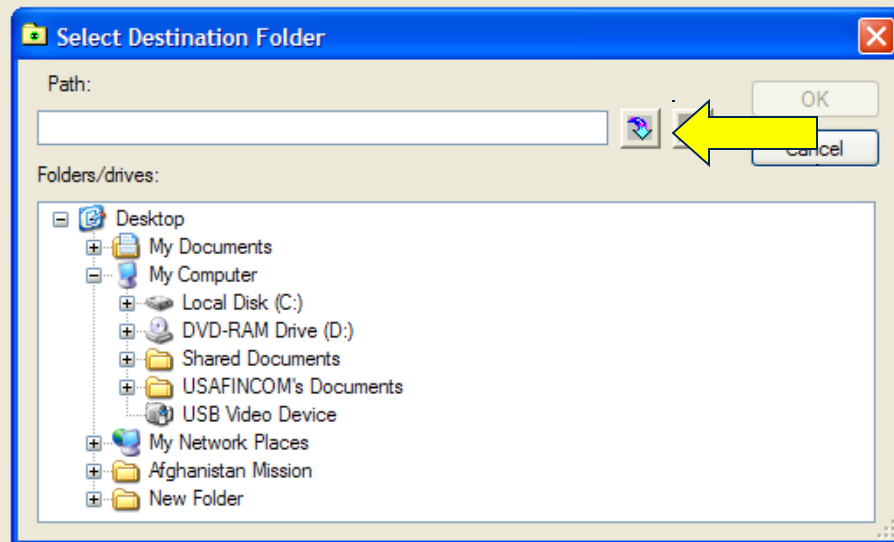
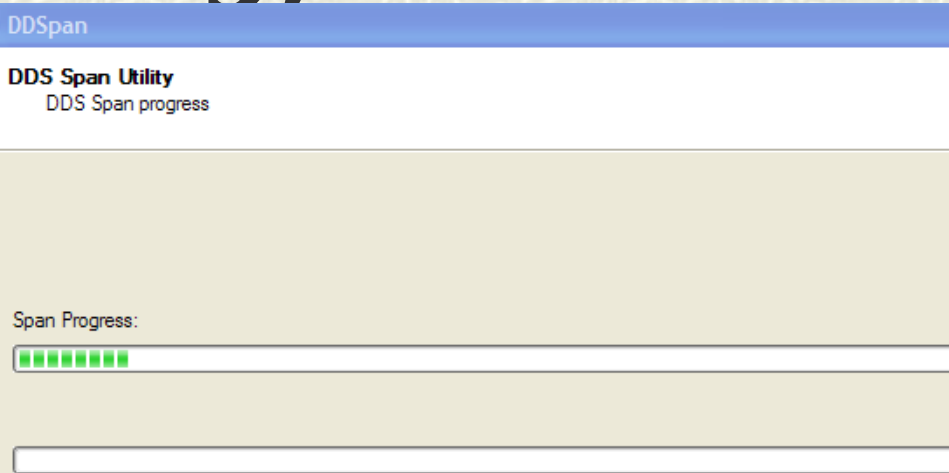
Transfer to storage

Information

This file must be processed even though no DD 1081s were attached since the information can be important and necessary to the destination site.

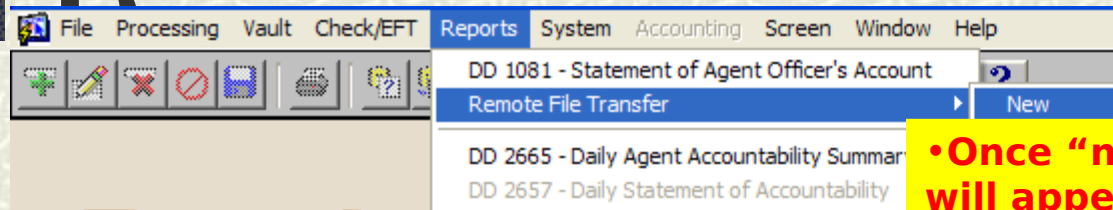
OK

# CREATE A REMOTE FILE TRANSFER FILE (RFT) (Step 3)





# RETRIEVE A REMOTE FILE TRANSFER FILE (RFT) (Step 1)

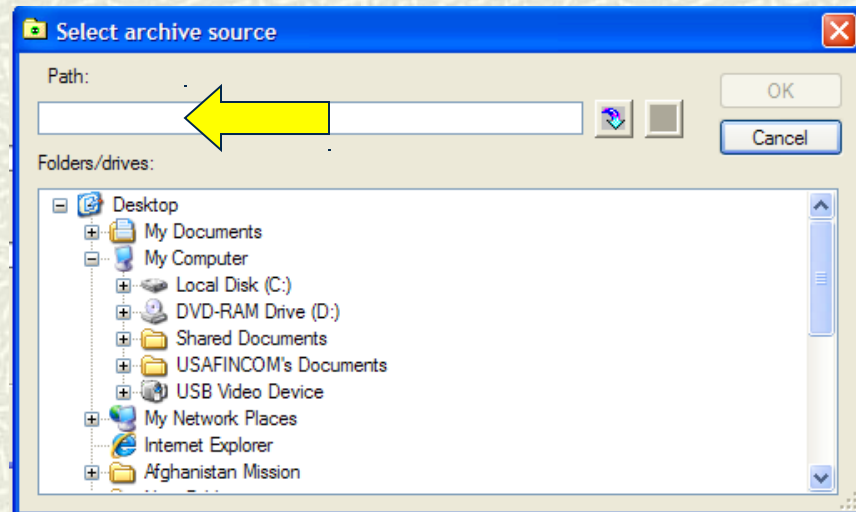
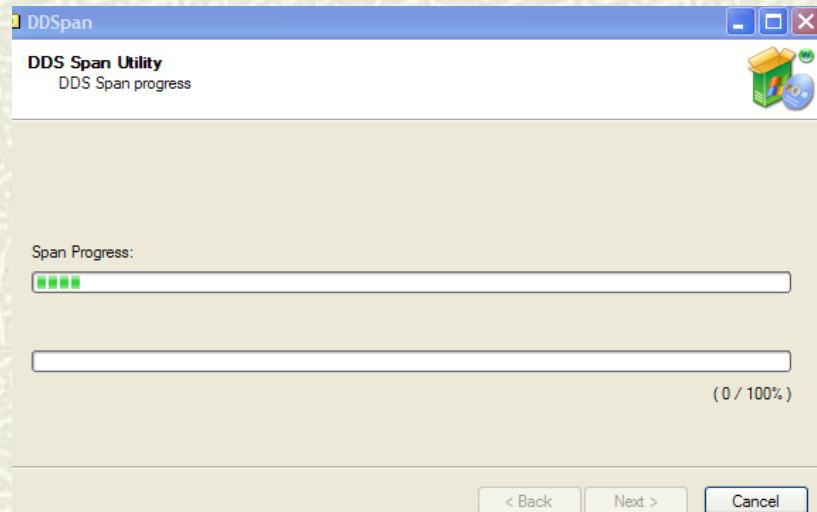
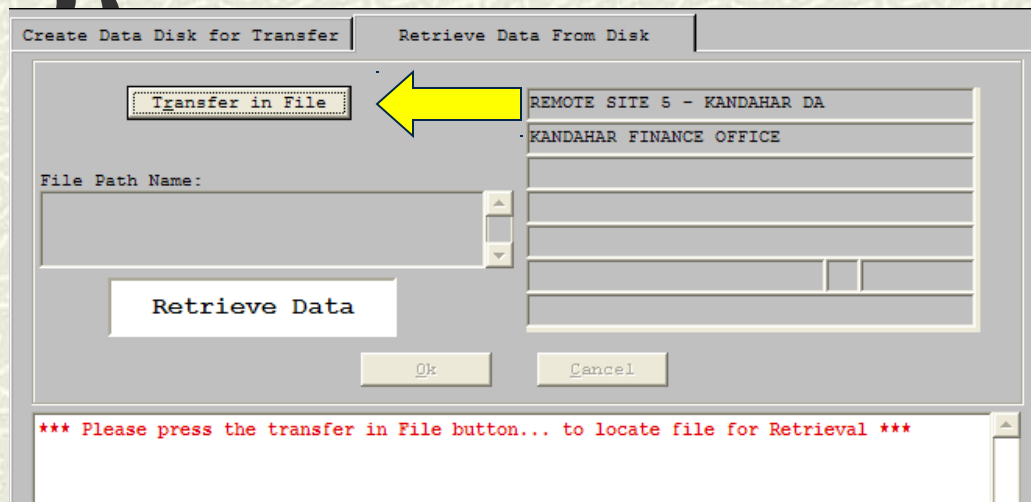


- Reports
- Remote File Transfer

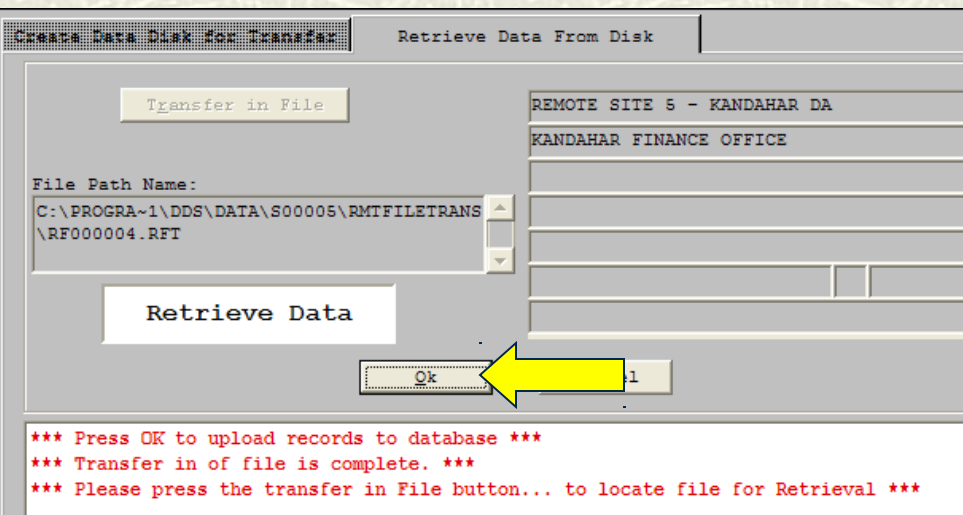
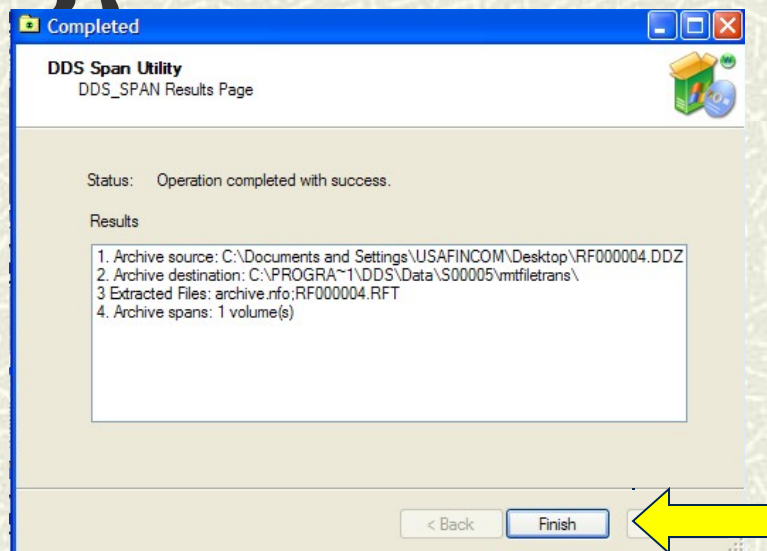
- Once "new" is selected, a window will appear with 2 tabs
- DDS defaults to the "create data disk for transfer"
- Select the appropriate Site ID that DDS should be transferring with
- Select "ok" to generate the RFT file
- Once the site has been created, the remarks window will state that the file has been created, and the "transfer to storage" key will become enabled
- Select the "transfer to storage" key, and place in the folder where the RFT files will be maintained

A screenshot of the 'Create Data Disk for Transfer' dialog box. The 'Retrieve Data From Disk' tab is selected and circled in red. The dialog has a dropdown for '\*Site Id:' with '1 368TH FMCO' selected. Below it is a checkbox for 'Include Office Checks'. To the right is a list of site details: '368TH FMCO', 'BAGRAM AFB', 'AFGHANISTAN', and 'APO AE 09354'. At the bottom left is a 'Create data Disk' button. At the bottom center are 'OK' and 'Cancel' buttons. At the bottom right is a 'Transfer to storage' button. A message box at the bottom reads: '\*\*\* Please choose a SITE ID... then press the OK button \*\*\*'.

# RETRIEVE A REMOTE FILE TRANSFER FILE (RFT) (Step



# RETRIEVE A REMOTE FILE TRANSFER FILE (RFT) (Step

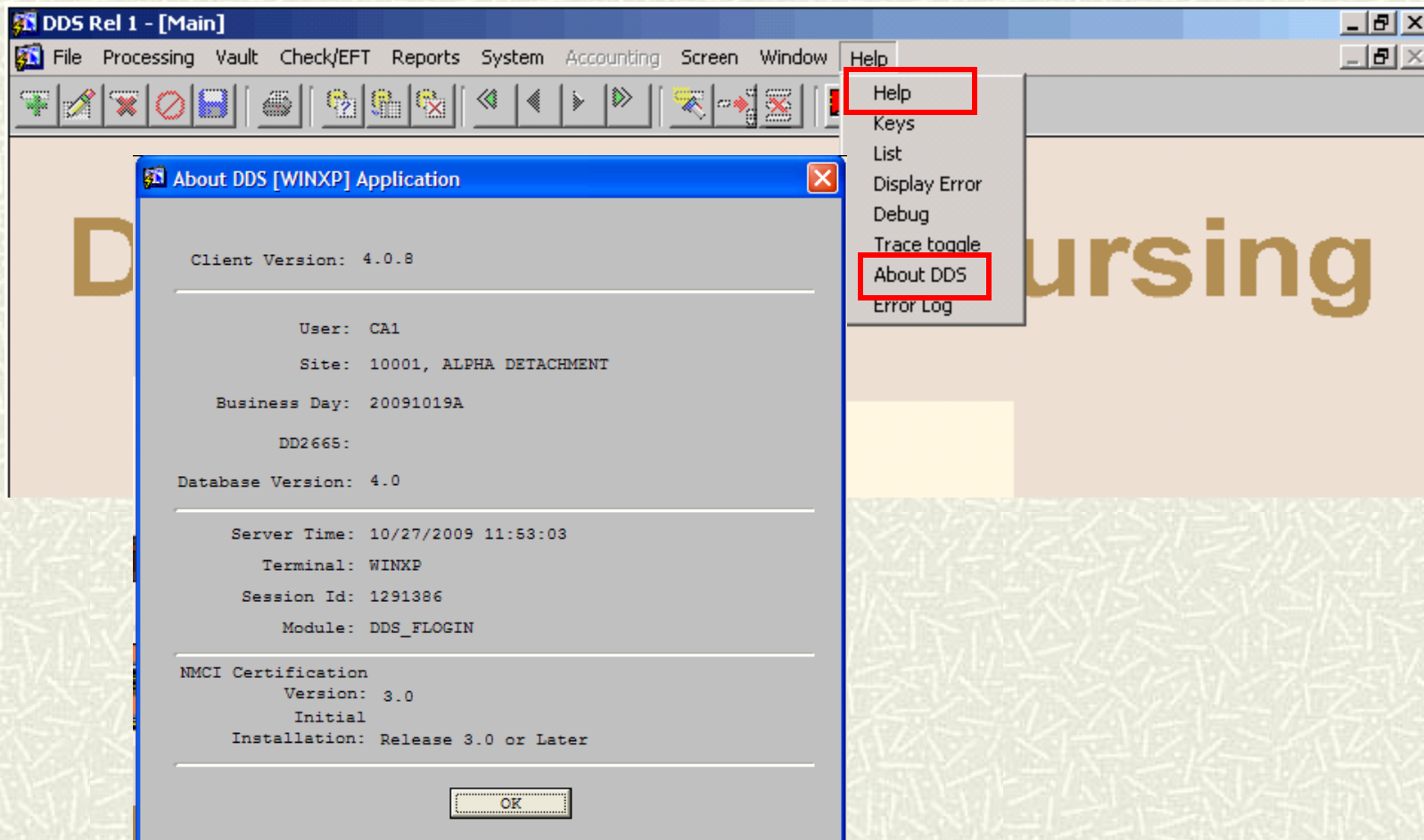


\*\*\* When Storage is ready push the button at the bottom of the screen \*\*\*  
\*\*\* NOTE: regardless of whether a DD1081 was created \*\*\*  
\*\*\* There is information on this file that MUST BE SENT!!!

PROCESS IS COMPLETE. File copied to diskette.

If this is a large transfer this will take several minutes

# HELP MENU





# **DDS HELP DESK INFORMATION**

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**Phone Number: COM (317) 510-1490**

**DSN 699-1490**

**Blackberry Number: (317) 209-6328**

**Email: [cin-ddshelpdesk@dfas.mil](mailto:cin-ddshelpdesk@dfas.mil)**



*Questions???*